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AUTHOR	Berry, Irma
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ABSTRACT

Prepared in compliance with the Library Services and Construction Act (LSCA), this planning document presents objectives and procedures for improving Texas library services in conjunction with five statewide goals of the Texas State Library: (1) to assist in financing library services and resources in Texas; (2) to improve delivery of materials and information to library users by supporting and encouraging libraries to share resources; (3) to provide public library service in unserved areas and encourage public libraries to form into larger units of service; (4) to provide training and information on all aspects of library services to librarians and library users; and (5) to improve library service to the disadvantaged and other people with special needs by providing programs aimed at selected groups. A brief description of Texas libraries and their cooperative activities is also provided. Appendices comprise a comparison between standards adopted for library services and the most recent data available on actual conditions; examples of contracts and reporting forms used for LSCA projects; brief discussions of the dissemination of LSCA information and the coordination of LSCA programs with institutions of higher education and public schools; and lists of the policies and procedures established for the allocation of Title I, Title II, and Title III funds. (ESR)

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THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT IN TEXAS

1984 - 1986

Prepared by Irma Berry
Systems Development

Texas State Library
Box 12927, Capitol Station
Austin, Texas 78711

February 1983

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TABLE OF CONTENTS

CHAPTER 1

INTRODUCTION TO THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT 1

- Purpose of Plan
- Development of Plan
- Mission and Goals

CHAPTER 2

LIBRARY DEVELOPMENT IN TEXAS 3

- Texas and Its Libraries
- The Texas State Library
- Cooperative Activities

CHAPTER 3

STATEWIDE GOALS FOR LIBRARY SERVICES 6

CHAPTER 4

PROGRAM OBJECTIVES AND ACTION PLANS 8

APPENDICES

Appendix A - Standards, Status and Needs A-1
Appendix B - Evaluation and Criteria B-1
Appendix C - Dissemination of LSCA Information C-1
Appendix D - Coordination of LSCA Programs with Institutions of Higher Education and Public Schools D-1
Appendix E - Policies and Procedures: Allocation of Title I Funds E-1
Appendix F - Policies and Procedures: Allocation of Title II Funds F-1
Appendix G - Policies and Procedures: Allocation of Title III Funds G-1

Chapter 1

INTRODUCTION TO THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT

PURPOSE OF PLAN

The Texas Long Range Plan for Library Development has been prepared to satisfy requirements of the Library Services and Construction Act, P.L. 95-123, as amended, and to guide the Texas State Library and Archives Commission in the fulfillment of its statutory mission.

Under the Library Services and Construction Act, federal funds are provided to assist states to:

- Establish, extend, and improve public library services in areas of the state that are without these services or where services are inadequate;
- Construct public libraries;
- Establish, extend, and improve library service to the handicapped, the institutionalized, disadvantaged persons, and persons with limited English speaking ability;
- Strengthen the state library agency;
- Promote interlibrary cooperation;
- Strengthen major urban resource libraries.

The Texas Legislature has charged the Texas State Library and Archives Commission with the following duties:

- Supervise county public libraries by visiting, advising, and assisting;
- Giving advice on the establishment of public libraries, conducting library institutes and encouraging library associations;
- Collecting reports on the holdings, services, staff, and budgets of public libraries;
- Ascertain the condition of all Texas public libraries and report these to the Commission;
- Adopt a state plan for improving public libraries and for public library construction;
- Establish and develop a state library system.

The Long Range Plan provides a framework for the establishment or expansion of programs to carry out the intent of the law.

DEVELOPMENT OF PLAN

This document reflects input from four major sources: policies established by the Texas State Library and Archives Commission, deliberations of councils and boards created under state and federal legislation and guidelines, recommendations endorsed by membership of professional organizations of librarians, and information gathered by the staff of the Texas State Library.

Because of the large number of individuals involved in the planning process, an ongoing approach that involves meetings, newsletters, questionnaires, and analysis of reports is used to gather and update information for planning efforts on a statewide basis.

MISSION AND GOALS

The mission of the Texas State Library is to expand public access to the resources of all types of libraries, provide assistance to Texas libraries, and increase use of libraries by all Texans.

GOAL 1 To assist in financing library services and resources in Texas.

GOAL 2 To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

GOAL 3 To provide public library service in unserved areas and encourage public libraries to form into larger units of service.

GOAL 4 To provide training and information on all aspects of library services to librarians and library users.

GOAL 5 To improve library service to people with special needs by providing programs aimed at selected groups.

Chapter 2

LIBRARY DEVELOPMENT IN TEXAS

TEXAS AND ITS LIBRARIES

Texas ranks second in area and third in population among the 50 states. According to U.S. Census Reports, in 1980 the total state population was 14,229,191. Since 1970, the state's population has been growing at a faster rate than the rest of the U.S. population, 27 percent compared to 11 percent for the nation as a whole. It is forecast that over the next 25 years the Texas population will increase to 24.6 million, with an average annual growth rate of 2.1 percent compared to the nation's expected growth rate of 0.7 percent.

About 80 percent of the state's population is contained in urban places, and nearly half of all Texans are concentrated in three urban areas: Dallas-Fort Worth, Houston, and San Antonio. The Texas population is comprised of people of various nationalities and ethnic backgrounds; 21 percent are of Spanish Origin and 12 percent are Black. Texas ranks third among the nation's 50 states in Black population and second in the number of Spanish Origin population. In 1980, 60 percent of all Texans 18 years of age and over had completed a high school education; approximately 45 percent of the Texas population were under 25 years of age.

Texas residents are served by 400 public libraries, some 170 academic libraries, more than 600 special libraries, and a number of cooperative networks and consortia.

THE TEXAS STATE LIBRARY

The Texas State Library had its official beginning in 1839 when President Mirabeau B. Lamar signed a proclamation establishing a library for the Republic of Texas. In 1909 the Texas Legislature created the State Library and Archives Commission. It is composed of six members appointed by the Governor and approved by the Senate. The State Librarian is the executive and administrative officer of the Commission.

After passage of the federal Library Services and Construction Act in 1965, the Texas State Library was designated by the Texas Legislature as the agency to administer funds to be available under this legislation.

The 1969 Library Systems Act greatly increased the responsibilities of the State Library and created the Texas Library Systems Act Advisory Board. This five member board advises the State Librarian regarding rules and regulations under the Systems Act.

The Texas State Library is organized into six divisions and an Administrative Support Service. The Archives Division maintains and makes available for research official records of Texas. The Blind and Physically Handicapped Division is one of the 56 regional libraries designated by the Library of Congress to circulate special reading materials for the blind and physically handicapped throughout the state. The Information Services Division provides services to state government, federal and state documents depository libraries in Texas, and to all citizens interested in tracing their family history through an extensive collection of genealogical materials. The Records Management Division is charged with the responsibility of managing all public records for the state. The Regional Depository and Local Records Division administers the Regional Historical Resources Depository Program, a collection of inactive county, city and school records. The Library Development Division is responsible for improving public library services in Texas and supervises the operation of the regional library systems and the interlibrary loan network.

COOPERATIVE ACTIVITIES

Cooperative efforts have been underway in Texas since the early 1960's, but not until federal and state funding became available in the 1970's was it possible to provide cooperative services on a statewide basis. Following are some of the organizations offering cooperative services on a statewide or regional basis.

Texas Library System

The 1969 State Library Systems Act created 10 regional library systems, each of which contained a large urban public library designated as the Major Resource Center for the region's system operations. The Major Resource Center libraries receive an annual contract from the Texas State Library based on a plan of service developed by the system staff, member librarians, and a regional system advisory council consisting of six lay representatives. The service program of the systems vary from region to region. In 1983, 318 of the approximately 400 public libraries in Texas qualified for membership in one of the ten regional sytems.

The governing body of the Texas Library System is the Texas State Library and Archives Commission. The Commission biennially approves rules and regulations for the administration of the system with the advice of the Texas Library Systems Act Advisory Board. The Advisory Board, which is appointed by the Commission, is composed of five librarians representing all types of libraries.

Texas State Library Communications Network (TSLCN)

The Texas State Library coordinates the operation of the Texas State Library Communications Network which provides interlibrary loan services to Texas public, special and academic libraries using the OCLC interlibrary loan subsystem.

The ten Major Resource Center libraries are designated as regional interlibrary loan referral centers and operate the interlibrary loan system under contract with the State Library. Funding for the interlibrary loan program comes from federal sources.

Amigos Bibliographic Council (AMIGOS)

The Amigos Bibliographic Council is a regional network which provides OCLC services and products to its 150 member libraries in Mexico, Arizona, Arkansas, New Mexico, Kansas, Louisiana, Oklahoma, and Texas. AMIGOS is governed by a 12 member board of trustees consisting of nine librarians and three non-librarians. The services provided include an on-line bibliographic database, cataloging, interlibrary loan, central processing, retrospective conversion and others.

Association for Higher Education (AHE)

The Association for Higher Education (formerly the Interuniversity Council) was incorporated in 1980 as a volunteer cooperative effort to serve the common needs of 17 participating institutions of higher education in North Texas. It is governed by a Board of Trustees composed of institutional chief executives and community leaders.

AHE offers two services, the TAGER television network, which supplies instructional and informational programs to undergraduate and graduate students on its member campuses, and via cable to authorized viewers in the community, and a courier service between its member campuses carrying assignments, library exchanges and audiovisual materials.

In addition, AHE offers the following programs: The Library Committee, which has been active for more than 16 years and whose early link with OCLC became the AMIGOS Bibliographic Council, sponsors study groups to promote institutional cooperation in collection development, union lists of serials and audiovisual materials, preservation of library materials, and patterns of library access; the Research Administration Committee has developed a computerized listing of faculty research interests and professional expertise; the North Texas Articulation Council publishes transfer guides and course equivalency guides for AHE institutions.

Houston Area Research Library Consortium (HARLiC)

The Houston Area Research Library Consortium serves seven member libraries concerned primarily with research in the Houston area. It is governed by an administrative board. Established to meet the needs of the Houston area research community for library materials and library services, it provides the following services: Interlibrary loan, reference assistance, photocopy, collection development, direct loans to users of member libraries, reciprocal borrowing, and others.

Council of Research and Academic Libraries (CORAL)

The Council of Research and Academic Libraries includes among its members 21 academic, special and public libraries in the San Antonio area. It is governed by an advisory board. Its purpose is to develop and strengthen information and research resources and services in the greater San Antonio area through cooperative programs and services such as interlibrary loan, films, videocassettes, collection development, delivery system, union lists, reciprocal borrowing, direct loan, and others.

Chapter 3

STATEWIDE GOALS FOR LIBRARY SERVICES

GOAL 1 To assist in financing library services and resources in Texas.

Objective 1: To award system operation grants to regional public library systems.

Objective 2: To award direct grants-in-aid to all public libraries in Texas.

Objective 3: To award grants designed to equalize funding for cities and counties based upon financial resources.

Objective 4: To support the development of a state grant program to aid public library construction in cities and counties.

Objective 5: To assist in upgrading physical facilities of public libraries through the administration of LSCA Title II grants, if these funds become available.

Objective 6: To provide financial and program accountability in the administration of state and federal funds.

GOAL 2 To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

Objective 1: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic and special libraries.

Objective 2: To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases.

Objective 3: To encourage libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

Objective 4: To provide interlibrary loan services to school libraries.

Objective 5: To encourage regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries.

Objective 6: To encourage regional library systems to include academic, special, and school libraries in the planning for and provision of library services.

GOAL 3 **To provide public library service in unserved areas and encourage public libraries to form into larger units of service.**

Objective 1: To encourage the establishment of a public library in unserved counties.

Objective 2: To award grants to public libraries to federate or consolidate for more adequate and efficient service to all county residents.

Objective 3: To encourage regional library systems to provide library service to counties without local public library service.

GOAL 4 **To provide training and information on all aspects of library services to librarians and library users.**

Objective 1: To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons.

Objective 2: To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for persons working in and with libraries.

Objective 3: To encourage and assist libraries to enhance their services and management through the use of technology.

Objective 4: To collect and publish statistics from Texas public, special, and academic libraries.

Objective 5: To provide information and materials on all aspects of library and information services to interested persons.

GOAL 5 **To improve library service to people with special needs by providing programs aimed at selected groups.**

Objective 1: To assist libraries in improving library services to the disadvantaged.

Objective 2: To strengthen libraries in state residential institutions.

Objective 3: To provide direct services from the Texas State Library to the blind and physically handicapped.

Objective 4: To encourage the use of libraries by children and young adults.

Objective 5: To provide audiovisual materials through the regional library systems and the Texas State Library as an alternative to written materials.

Objective 6: To encourage adult literacy programs in public libraries.

PROGRAM OBJECTIVES AND ACTION PLANS

Within the goal structure established, areas of need were identified and specific objectives and tasks for accomplishing these objectives were developed. The results of the needs analysis and the criteria used to identify the adequacy of services can be found in Appendix A.

GOAL 1 To assist in financing library services and resources in Texas.

Objective 1: To award system operation grants to the regional library systems.

Task 1: Increase the number of persons served by Texas library systems by 2.1% each year.

1984	1985	1986
13,584,257	13,869,526	14,160,786

Task 2: Increase the number of volumes in each regional library system by 6% each year to four volumes per capita.*

System	FY 1984	FY 1985	FY 1986
Big Country	1,019,842 (2.32)	1,081,033 (2.46)	1,145,895 (2.61)
Texas Panhandle	1,026,671 (2.77)	1,088,271 (2.94)	1,153,567 (3.12)
Central Texas	2,249,491 (1.66)	2,384,460 (1.76)	2,527,528 (1.87)
South Texas	2,043,031 (1.59)	2,165,613 (1.68)	2,295,550 (1.78)
Northeast Texas	5,155,066 (1.81)	546443707 (1.92)	5,792,232 (2.03)
Texas-Trans Pecos	788,594 (1.48)	835,910 (1.57)	886,065 (1.66)
North Texas	2,595,203 (1.81)	2,750,915 (1.92)	2,915,970 (2.04)
Houston Area	6,837,855 (1.74)	7,248,126 (1.84)	7,683,014 (1.95)
West Texas	1,428,689 (2.10)	1,514,410 (2.23)	1,605,275 (2.36)
San Antonio Area	2,204,487 (1.63)	2,336,756 (1.73)	2,476,961 (1.84)

*Population was held constant.

Task 3: Increase the average book circulation for Texas public libraries by 2.1% each year.

POPULATION GROUP	1984	1985	1986
500,000 +	3,614,112	3,690,008	3,697,757
100,000 - 499,999	689,558	704,039	718,824
50,000 - 99,999	521,420	532,370	543,550
10,000 - 49,999	348,729	356,052	363,529
0 - 9,999	38,293	39,097	39,918

Task 4: Increase the number of reference questions answered in Texas public libraries by 2.1% each year.

1984	1985	1986
9,223,311	9,417,001	9,614,758

Task 5: Increase public library staffs FTE's by 2.1% each year.

1984	1985	1986
4,190	4,278	4,368

Task 6: Specify minimum hours of access to public libraries as a criterion for membership in regional systems as follows:

Major Resource Centers	64 hrs/week
Population	
100,000 - 200,000	54 hrs/week
50,000 - 99,999	48 hrs/week
25,000 - 49,999	40 hrs/week
10,000 - 24,999	30 hrs/week
0 - 9,999	20 hrs/week

Task 7: In years in which LSCA funding exceeds $60 million nationally, use funds to add volumes to the Major Urban Resource Libraries' collections to reach four per capita.

Objective 2: To award direct grants-in-aid to all public libraries in Texas.

Task: Propose a direct aid program including administrative costs involved for implementation in 1986.

Objective 3: To award grants designed to equalize funding for cities and counties based upon financial resources.

Task: Explore alternatives for equalization program formula including possibility of merging such a program with a grants-in-aid program.

Objective 4: To support the development of a state grant program to aid public library construction in cities and counties.

Task: Keep current Texas State Library's information on public library facilities by conducting periodic surveys.

Objective 5: To assist in upgrading physical facilities of public libraries through the administration of LSCA Title II grants, if these funds become available.

Task: Keep current Texas State Library's information on public library facilities by conducting periodic surveys.

Objective 6: To provide financial and program accountability through the administration of state and federal funds.

Task 1: Prepare Biennial Budget:

In even-numbered years, prepare a biennial budget for the Statewide Library Development Program by April 30;

submit a six-month performance and expenditure report to the Legislative Budget Board by March 31 each year;

submit an annual performance and expenditure report to the Legislative Budget Board by September 30 each year;

in even-numbered years, prepare a biennial report, and in odd-numbered years an annual report, for the Statewide Library Development Program by September 30.

Task 2: Monitor and revise Rules and Regulations:

In even-numbered years, receive regional System Advisory Council and member librarian's recommendations for changes or improvements in Rules and Regulations for the State Libary System by March 31;

in even-numbered years, seek advice on improvements in Rules and Regulations for State Library System from Libary Systems Act Advisory Board, Library Services and Construction Act Advisory Council, Major Resource Center directors, and regional system coordinators by May 31;

in even-numbered years, disseminate to the public proposed Rules for the State Library System by July 31;

in even-numbered years, hold a public hearing on proposed Rules for the State Library System by October 31;

in even-numbered years, publish State Library System Rules as adopted by the State Library and Archives Commission by November 30.

Task 3: Prepare LSCA Annual Report:

a. Expenditure Reports

Complete analysis of subgrantee request for funds by March 31 each year;

complete analysis of subgrantee request for funds by September 30 each year;

compile state, public, and institutional library expenditure reports for the federal fiscal year by October 31 each year.

b. Audit

Mail audit manuals to all subgrantees by August 31 each year;

request copies of all subgrant audits not received for those subgrantees not on "single audit" by March 31 each year;

complete a review of all audits, and equipment inventory reports for compliance with grant agreements and contracts and prepare a report of audit exceptions by April 30 each year;

resolve audit exceptions and receive or make payments prior to release of new grants and subcontracts by June 30 each year.

c. Inventories

Receive and summarize equipment and film purchases by subgrantees by September 30 each year;

reconcile equipment and film purchases reported on inventory forms with expenditures cited in audits by April 30 each year.

d. Performance

Complete a six-month review of subgrant performance reports and select subgrantees requiring on-site evaluation or withholding of funds by April 30 each year;

conduct at least three on-site evaluations of subgrantees by August 31 each year;

prepare Institutional Libraries Statistical Reports by November 30 each year;

prepare and submit to the U.S. Department of Education the LSCA Annual Report (performance and expenditure) by December 31 each year.

Task 4: Conduct Planning Activities

Complete Statistical Needs Assessment of criteria identified in LSCA Long Range Plan by September 30 each year.

Complete goal and policy option identification for LSCA Long Range Plan by November 30 each year.

Receive LSCA project staff recommendations regarding LSCA Long Range Plan goals, policy options, criteria, and alternate programs by December 31 each year.

Complete draft of LSCA Long Range Plan Updates by February 28 each year.

Seek the review and approval of the LSCA Advisory Council on the Long Range Plan Updates by May 31 each year.

Present the LSCA Long Range Plan to the State Library and Archives Commission for approval by June 30 each year.

Publish and disseminate the LSCA Long Range Plan Update by July 31 each year.

Task 5: Prepare LSCA Annual Program

Complete analysis of need indicators used for statewide library development program by January 31 each year.

Complete census data analysis of LSCA priority target groups and geographical areas for LSCA Annual Program January 31 each year.

Complete preparation of application and reporting guidelines for subgrant projects such as incentive, establishment, interlibrary cooperation, etc. for inclusion in LSCA Annual program by March 31 each year.

Prepare and print a draft of an Annual Program as required in LSCA Rule 130.20 by March 31 each year.

Seek the advice and approval of the LSCA Advisory Council and the LSCA Program Officer on the Annual Program and make appropriate revisions by May 31 each year.

Present the LSCA Annual Program to the State Library and Archives Commission for approval by June 30 each year.

Notify the Governor's Budget and Planning Office of an intent to apply for LSCA funds by June 30 each year.

Complete the A-95 Review Process in the Governor's Budget and Planning Office by August 31 each year.

Receive approval of the LSCA Annual Program from Department of Education Program Officer by September 30 each year.

Task 6: Conduct Program Administration Activities

Mail Guidelines for preparation of regional systems' annual program and budget by December 31 each year.

Mail guidelines for preparation of interlibrary loan budgeting by January 31 each year.

Mail application and reporting guidelines for incentive, establishment, interlibrary cooperation grants by January 31 each year.

Receive ten MRC interlibrary loan center grant applications and budgeting data by March 31.

Complete interlibrary loan trend analysis and workload projection by March 31 each year.

Receive ten regional systems' annual program and budget by April 30 each year.

Mail tentative interlibrary loan contracts and budgets to MRC libraries for their review and comment by June 1 each year.

Receive applications for funding for incentive, establishment and interlibrary cooperation grants by June 1 each year.

Mail system contracts for the first allotment of funding or mail a letter specifying objections to a regional system's annual program and budget by June 30 each year.

Complete negotiations with MRC libraries and mail final interlibrary loan contracts by July 15 each year.

Review staff recommendations for approval of subgrantee awards with the State Library and Archives Commission and receive authorization for awards by August 1 each year.

Mail contracts for subgrantee awards by August 15 each year.

Mail contracts and service agreements to academic libraries to reimburse them for interlibrary loans to public libraries by August 15 each year.

Complete negotiations of any differences with a regional system's annual program and budget and mail system contracts for the first allotment by August 31 each year.

Mail system contracts for second allotment of funding by October 31 each year.

GOAL 2 To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

Objective 1: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

Task 1: Increase interlibrary loan requests filled by the Texas State Library Communication Network (TSLCN).

1984	1985	1986
134,065	136,660	139,052

Task 2: Monitor and evaluate cost-effectiveness of interlibrary loan services.

Task 3: Review adequacy of performance measurement criteria.

Task 4: Examine structural alternatives to present network.

Task 5: Investigate alternative delivery systems to current mail delivery system which provide faster service.

Task 6: Monitor academic library participation in network to provide evaluation of effectiveness of network.

Objective 2: To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases.

Task: Add to the OCLC data base the FTU's, reclassifications, updates, and original inputs of the Major Resource Centers libraries at the rate of 300,000 additions per year.

Objective 3: To encourage libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

Task 1: Monitor the number of public libraries offering reciprocal borrowing arrangements.

Task 2: Monitor the number of libraries charging non-resident fees.

Task 3: Increase the number of materials circulated by systems through reciprocal borrowing by 2.1% each year.

1984	1985	1986
17,904	18,280	18,664

Objective 4: To provide interlibrary loan services to school libraries.

Task 1: Formulate policies for participation of schools in interlibrary loan network.

Task 2: Investigate state or local funding to include public schools in interlibrary loan network.

Objective 5: To encourage regional and local cooperative services for meeting common user needs through joint planning informal cooperation and contractual arrangements among public, academic, school, and special libraries.

Task 1: Award LSCA Title III grants to conduct demonstration and cooperative projects among public, academic, school and special libraries.

Task 2: Solicit applications for Title III grants from libraries and consortia which will further multitype library cooperation on a statewide basis.

Objective 6: To encourage regional library systems to include academic, special and school libraries in the planning for and provision of library services.

Task 1: Encourage system coordinators to submit Title III proposals for cooperative projects including all types of libraries.

Task 2: Examine feasibility of including non-public libraries in a non-profit regional library system.

GOAL 3 To provide public library service in unserved areas and encourage public libraries to form into larger units of service.

Objective 1: To encourage the establishment of a public library in unserved counties.

Task 1: Award grants for the establishment of one new library per year in an unserved county to reduce the number of unserved counties by one each year.

1984	1985	1986
19	18	17

Task 2: Decrease the number of unserved persons by 1% each year as a result of grants provided.

1984	1985	1986
946,025	936,565	927,200

Task 3: Increase the number of legally established libraries by one each year as a result of grants and consultation provided.

1984	1985	1986
303	304	305

Task 4: Monitor the number of counties appropriating funds for public library services.

1984	1985	1986
190	191	192

Task 5: Monitor the ratio of total appropriations by counties to the maximum allowable appropriation.

Objective 2: To award grants to public libraries to federate or consolidate for more adequate and efficient service to all county residents.

Task: Award one incentive grant per year for the development of a federated library system for the next two years.

1984	1985	1986
1	1	0

Objective 3: To encourage regional library systems to provide library service to counties without local public library service.

Task 1: Require regional library systems to file a plan of public library development of unserved counties within their boundaries.

Task 2: Provide access to direct library service through regional systems' books-by-mail programs to 150,000 Texans each year.

Task 3: Increase number of direct circulations of all materials through the regional library systems by 2.1% each year.

1984	1985	1986
269,053	274,703	280,472

GOAL 4 To provide training and information on all aspects of library services to librarians and library users.

Objective 1: To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons.

Task 1: Provide in-depth specialized consultation in collection development, staff training, outreach services, general library management and others through the Texas State Library to librarians, library staff, and interested persons at the rate of 2,000 consultations per year.

Task 2: Provide liaison contacts through the Texas State Library to librarians, library staff, trustees, advisory councils, and interested persons at the rate of 10,000 per year.

Task 3: Provide technical assistance during personal consultation through the regional library systems to librarians, library staff, advisory councils, and interested persons at the rate of 5,000 consultations per year.

Task 4: Provide information by mail or telephone through the regional library systems to librarians, library staff, and all interested persons at the rate of 40,000 per year.

Objective 2: To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries.

Task 1: Provide at least 5,500 continuing education student hours per year through the Texas State Library.

Task 2: Provide at least 10,000 continuing education student hours per year through the regional library systems.

Task 3: Maintain the number of persons attending workshops offered by the Texas State Library at 1,100 persons per year.

Task 4: Maintain the number of persons attending workshops offered by the regional library systems at 2,500 persons per year.

Task 5: Produce and distribute 3,000 instructional manuals per year through the Texas State Library.

Task 6: Distribute or circulate 1,500 informational and professional librarianship materials per year through the regional library systems.

Objective 3: To encourage and assist libraries to enhance their services and management through the use of technology.

Task 1: Monitor the rate of development of automated catalogs, and the successes and failures of services based on these machine readable catalogs.

Task 2: Circulate at least 5 million materials each year using the regional library systems' automated circulation systems.

Task 3: Provide services of the Texas State Library's Automation Consultant to public libraries upon request.

Objective 4: To collect and publish statistics from Texas public, special, and academic libraries.

Task 1: Mail report forms to all four-year public and private universities and colleges and analyze results.

Task 2: Publish Texas Academic Library Statistics by March 31 each year.

Task 3: Mail report forms to all public libraries and analyze results.

Task 4: Publish Texas Public Library Statistics and Texas Public Library Statistics Analysis by September 30 each year.

Task 5: Mail report forms to all special libraries and analyze results biennially.

Task 6: In odd-number years, publish Special Libraries Directory and Statistics by October 31.

Task 7: Examine trends in public library performance.

Task 8: Publish annual performance statistics for systems, continuing education and consulting and interlibrary loan in the newsletter Library Developments by November 30.

Objective 5: To provide information and materials on all aspects of library and information services to interested persons.

Task 1: Distribute 200,000 informational materials through the regional library systems each year.

Task 2: Produce and distribute 25,000 newsletters per year through the regional library systems.

Task 3: Distribute 55,000 informational materials through the Texas State Library each year.

Task 4: Provide jobline service to librarians seeking new employment at the rate of 5,500 job line telephone calls per year.

Task 5: Distribute 1 million pieces of publicity materials through the regional library systems each year.

GOAL 5 To improve library service to people with special needs by providing programs aimed at selected groups.

Objective 1: To assist libraries in improving library services to the disadvantaged.

Task 1: Award grants through the regional library systems to local libraries with high concentrations of non-English speaking and disadvantaged persons.

Task 2: Provide assistance to local libraries to improve services to non-English speaking and disadvantaged persons through the Texas State Library's consulting and continuing education programs, library science collection and video project.

Objective 2: To strengthen libraries in state residential institutions.

Task 1: Increase materials available in state institutional libraries through a centralized acquisitions program by at least 4,000 volumes each year.

1984	1985	1986
4,901	4,540	4,540

Task 2: Encourage institutional librarians to use the consulting, continuing education, and video project services provided by the Texas State Library.

Objective 3: To provide direct services from the Texas State Library to the blind and physically handicapped.

Task 1: Increase the number of locally produced non-commercial titles for blind readers by 160 titles each year.

Task 2: Increase the number of commercially acquired volumes for blind readers, as funds permit.

Task 3: Maintain a circulation of materials for the blind at 30 volumes per active reader per year.

Task 4: Provide an average of four contacts between Texas State Library and each active blind reader per year.

Task 5: Increase the number of blind patrons by 6,000 persons each year.

1984	1985	1986
84,933	90,933	96,933

Objective 4: To encourage the use of libraries by children and young adults through informational items.

Task: Distribute at least 300,000 Texas Reading Club materials per year to public libraries upon request.

Objective 5: To provide audiovisual materials through the regional regional systems and the Texas State Library as an alternative to written materials.

Task 1: Increase the number of persons viewing 16mm films in the regional library systems by 3% each year.

1984	1985	1986
5,780,585	5,954,003	6,132,623

Task 2: Increase the number of persons viewing 8mm films, videocassettes or videodiscs, and filmstrips in the regional library systems by 5% each year.

1984	1985	1986
3,000,000	3,150,000	3,300,000

Task 3: Circulate audiocassettes and art prints from the regional library systems to 65,000 persons per year.

Task 4: Circulate videocassettes from the Texas State Library collection to reach an audience of 120,000 viewers per year.

Objective 6: To encourage adult literacy programs in public libraries.

Task 1: Provide assistance to libraries through the Texas State Library's consulting and continuing education services, library science collection and video project to develop and improve local adult education programs.

Task 2: Promote the use of the Adult Education Plan developed by the Texas Education Agency as basis for program development.

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APPENDICES
(available on request)

Appendix A	Standards, Status and Needs
Appendix B	Evaluation and Criteria
Appendix C	Dissemination of LSCA Information
Appendix D	Coordination of LSCA Programs with Institutions of Higher Education and Public Schools
Appendix E	Policies and Procedures: Allocation of Title I Funds
Appendix F	Policies and Procedures: Allocation of Title II Funds
Appendix G	Policies and Procedures: Allocation of Title III Funds

STANDARDS, STATUS AND NEEDS

In determining the needs for library services in Texas, adopted standards were compared with the most recent data available on actual conditions. The standards are administratively set or are taken from recognized state or national documents. Reference is made to published standards and other supporting material by numbers corresponding with the sources listed at the end of this appendix.

The most complete data for the most current year was used in establishing the quantitative need in this plan. Because not all aspects of the current situation in libraries are surveyed, tabulated and quantified every year, this data may range from 1976 to 1982. In those cases where older data is used, it is not believed that significant differences in need would result from annually updating the data.

GOAL 1.1.1. Standard

"Every individual should have convenient and planned access to the full range of modern library facilities provided by community, area, state, regional, and federal library agencies." (1, Standard 1, ii., p.16)

"Every individual should have access to library service freely available in his local community." (1, Standard 1, i., p. 16)

Status 1980 Texas Population	Number of persons served by regional library systems in 1981	Gap
14,229,191	12,763,173	1,466,018
100%	89.7%	10.3%

Need

Increase the number of persons served by regional library systems.

GOAL 1.1.2. Standard

"The community library should have sufficient resources to provide the most frequently requested materials from its own collection." (1, Standard 2. i., p. 16)

"All citizens should have direct access to a public library collection of current and useful materials, and indirect access, via interlibrary loan and by other means, to all of the materials in our state and the nation. Quality is more important than size; however, collections should range by population as follows:

Population served by library	Adequate (items)	Superior*
0 - 1,999	10,000	15,000
2,000 - 4,999	15,000	20,000
5,000 - 14,999	2 per capita, 15,000 min.	4 per capita
15,000 - 24,999	2	4
25,000 - 49,999	2	4
50,000 - 99,999	2	4
100,000 - 499,999	1	3
500,000 -	1	2

*Consider access to additional materials through networks and databanks.

In addition to the above, the public library should have at least one paid periodical subscription for every 200 population served; minimum of 25 paid subscriptions. Every public library should provide local, regional, and national newspapers."
(3, Standard G)

The standard for Texas regional library systems was administratively set at 4 volumes per capita.

Status

System	Actual Volumes Per Capita 1981	Gap
Big Country System	1.95	2.05
Panhandle System	2.33	1.67
Central Texas System	1.39	2.61
South Texas System	1.33	2.67
Northeast Texas System	1.52	2.48
Texas Trans-Pecos System	1.24	2.76
North Texas System	1.52	2.48
Houston Area System	1.46	2.54
West Texas System	1.77	2.23
San Antonio Area System	1.37	2.63

Need

Increase the number of volumes per capita in regional library systems.

GOAL 1.1.3 Standard

Circulation mean in U.S. public libraries in 1977-78 as reported in LIBGIS III. (2, Table 23)

Status

POPULATION GROUP	TEXAS PUBLIC LIBRARIES 1981 CIRCULATION MEAN	U.S. PUBLIC LIBRARIES 1977-78 CIRCULATION MEAN	MEAN GAP
500,000 +	3,395,662	3,838,561	442,899
100,000 - 499,999	647,879	837,389	189,510
50,000 - 99,999	244,903	321,955	77,052
10,000 - 49,999	81,913	127,028	45,115
0 - 9,999	17,989	22,828	4,839

Need

Equal mean circulation for U.S. public libraries.

GOAL 1.1.4 Standard

"Each community library should be capable of locating information in local resources and of referring inquiries to other libraries of the system when necessary. It should have a wide range of meterials which furnish the information most frequently requested." (1, Standard 23, i, p. 31)

The standard for Texas regional library systems was administratively set at one reference question per year answered for each person in their area of service.

Status

1980 Texas Population	Number of Reference Questions answered in 1981	Gap
14,229,191	8,665,819	5,563,372

Need

Increase the number of reference questions answered.

GOAL 1.1.5 Standard

"Headquarters units of library systems open to every resident of a natural region, should make available the essential resources and personnel of modern library services." (1, Standard 3.i, - 3.iii., p. 17)

"The number of staff members should be sufficient to perform the duties involved in selecting, organizing, and interpreting materials, and to provide consistently efficient service at all hours when the headquarters unit and community outlet are open to the public. One staff member (FTE) should be the minimum provision for each 2,000 in the service area." (1, Standard 56, p. 54)

"The governing body should recognize that the most vital component of good library service is a well-trained staff dedicated to public service. The governing body should provide the funding necessary for library staff to take advantage of continuing education opportunities, and to participate in the activities of their professional library associations. Salaries should reflect local pay scales for similarly reponsible work. However, to be competitive, the entry level annual salary for a library professional holding a Master's degree from an ALA-accredited library school should be at least $15,000.

STAFF PER POPULATION

	Adequate	Superior
Total library staff	1 per 2,000	1 per 1,500
Professionals - MLS	1 per 10,000	1 per 8,000"

(3, Standard F)

Status

System	Number of Total Staff FTE's - 1981	One FTE per 2,000	Gap
Big Country	109	219	110
Texas Panhandle	123	185	62
Central Texas	322	677	355
South Texas	301	644	343
Northeast Texas	955	1,426	471
Texas Trans Pecos	125	266	141
North Texas	346	716	370
Houston Area	1,127	1,966	839
West Texas	173	340	167
San Antonio Area	266	675	409
State Totals	3,847	7,114	3,267

Need

Increase public library staff FTE's.

GOAL 1.1.6 Standard

"A community library should be easily accessible to every user, connecting him with the total resources of his area, state and nation." (1, Standard 2, p. 16)

The following administrative standard has been adopted: The central resource library should be open at least 66 hours a week, and should be open all hours the member libraries are open, to give holdings and bibliographical information either by telephone or by other media of communication.

Community libraries serving 10,000-25,000 population should be open between 45 and 66 hours weekly. Community libraries serving 25,000 population and over should be open between 66 and 72 hours weekly. Calculate hours proportionately to the range of population served. (Based on 1, Standard 19.i)

"Minimum Hours of Service

Does not include overlapping hours in different library facilities. All service schedules should include some evening hours.

Population served by library	Adequate (hrs/week)	Superior (hrs/week)
0 - 1,999	30	50
2,000 - 4,999	30	50
5,000 - 14,999	40	60
15,000 - 24,999	40	60
25,000 - 49,999	50	72
50,000 - 99,999	60	72
100,000 - 499,999	72	
500,000 -	72	

"

(3, Standard E)

Status

MRC	1981 Actual Hours	Hours According To Standard	Gap
Abilene	68	66	0
Amarillo	70	66	0
Austin	72	66	0
Corpus Christi	70	66	0
Dallas	66	66	0
El Paso	69	66	0
Fort Worth	66	66	0
Houston	85	66	0
Lubbock	66	66	0
San Antonio	69	66	0

	1981 Average Hours	Hours According to Standard	Gap
Libraries serving 25,000 or more persons	59	66	7
Libraries serving 10,000 - 24,999 persons	43	45	2
Libraries serving fewer than 10,000 persons	30	NA	NA

Need

Specify minimum hours of access to public libraries as a criterion for membership in regional library systems.

GOAL 1.1.7 Standard

The priorities of LSCA indicate that the state should have a role in "strengthening metropolitan public libraries which serve as national or regional resource centers."

It was administratively determined that the Major Urban Resource Libraries should have a minimum of four volumes per capita.

Status

Major Urban Resource Libraries	1981 Volumes per Capita	Standard	Gap
Amarillo	1.92	4	2.08
Arlington	1.36	4	2.64
Austin	1.96	4	2.04
Beaumont	1.45	4	2.55
Corpus Christi	1.28	4	2.72
Dallas	1.90	4	2.10
El Paso	1.06	4	2.94
Fort Worth	1.82	4	2.18
Garland	1.25	4	2.75
Houston	1.61	4	2.39
Irving	1.78	4	2.22
Lubbock	1.41	4	2.59
Pasadena	1.46	4	2.54
San Antonio	1.17	4	2.83
Waco	1.61	4	2.39

Need

Increase the number of volumes to reach four per capita.

GOAL 1.2 and 1.3

Standard

"The State Library should develop programs of grants-in-aid both as a stimulus to the attainment of quality public library service and as an equalization factor for communities least able to finance sound local programs, and should set standards for the allocation and distribution of such funds." (1, Standard 11.iv., p. 23)

Status

V.A.C.S. Article 5446a (4), and Rules and Regulations for the State Library System, (5) (in Rules 3.1 - 3.6) provide the administrative procedures by which this need is addressed. However, there is no program of equalization grants currently operational nor grants-in-aid directly to local public libraries.

Need

Develop a grants-in-aid program.

GOAL 1.4 and 1.5

Standard

(1, "Physical Facilities," Standards 60-66, pp. 56-64)

"POPULATION SERVED	STANDARD
0 - 2,499	2,000 sq. ft.
2,500 - 4,999	2,500 sq. ft. or 0.7 sq. ft. per capita, whichever is greater
5,000 - 9,999	3,500 sq. ft. "
10,000 - 24,999	7,000 sq. ft. "
25,000 - 49,999	15,000 sq. ft. or 0.6 sq. ft. "
50,000 - 99,999	0.5 sq. ft. per capita
100,000 - 199,999	0.4 sq. ft. per capita
200,000 - 499,999	0.35 sq. ft. per capita
500,000 +	0.3 sq. ft. per capita "

(6, 7) ALA Interim Standards for Small Public Libraries and Wheeler and Goldhor's "Experience Formulas" published in Practical Administration of Public Libraries, 1962, page 554.

"Physical Facilities

Public library facilities should offer to the community a compelling invitation to enter, read, look, listen, and learn. All buildings should be efficient, flexible, and expandable, with fixed walls kept to a minimum. They should be conveniently located and easily accessible for all segments of the population. Minimum space requirements refer to the total square footage in all library facilities, including branches, mobile, or portable facilities.

Population served by library	Minimum space requirements
0 - 1,999	3,000
2,000 -	3,000 square feet or .75 square feet per person, whichever is greater"

(3, Standard H)

Status

A needs analysis is currently underway for the standards contained in 1. Needs analyses based on the standards listed in 6 and 7 were been conducted as part of the 1976 Statistical Survey/LSA application process. The following tables I-V summarize the data collected. The data are organized in such a manner as to provide information concerning the degree to which libraries conform to ALA standards on floor space and information concerning the replacement needs of library buildings currently in use in Texas. A short discussion of each table follows.

TABLE I: Building Survey - 1976

Table I summarizes the total square feet and the square feet per capita of Texas libraries organized by the population-served categories utilized in the ALA standards. This table provides only aggregate data drawn from the survey and does not provide comparisons to the standards.

Of a total of approximately 380 public libraries in the state, 368 libraries responded to this survey with usable data. These libraries serve 10,209,915 people (based on the 1970 Census) as compared to known population served in the state of 10,476,882. This represents a fairly complete reporting of the known libraries in the state and indicates that the data presented in the first three tables are sufficiently accurate and complete for most purposes.

TABLE I

BUILDING SURVEY - 1976

Pop. Served Group	# of Libraries or Systems*	Total Sq. Feet	Average Sq. Feet	Total Pop. Served	Sq. Feet Per Capita
0 - 2,499	71	99,818	1,406	105,858	0.94
2,500 - 4,999	63	153,102	2,430	227,102	0.67
5,000 - 9,999	77	326,635	4,242	565,806	0.58
10,000 - 24,999	90	595,605	6,618	1,435,070	0.42
25,000 - 49,999	33	471,596	14,291	1,134,324	0.42
50,000 - 99,999	20	594,893	29,745	1,447,785	0.41
100,000 - 199,999	6	336,186	56,031	782,843	0.43
200,000 - 499,999	5	413,241	82,648	1,603,464	0.26
500,000 +	3	1,097,150	365,717	2,907,663	0.38
Total State	368	4,088,226	11,109	10,209,915	0.40

* Includes all branches or members of consolidated systems as one unit.

Table II: Estimated Floor Space Required to Meet Standards

Table II presents relevant information from Table II and provides comparisons to ALA standards. In all categories except 0 - 2,499 population served, the per capita standard was utilized to compute the required floor space. In the 0 - 2,499 category, 2,000 square feet per library was used as the standard. The column entitled "Difference" gives the aggregate difference in square feet between the existing floor space of libraries in each category and statewide and the floor space required to meet standards. This estimate of the variation from the standard is based on 1970 population data and shows that all categories except two (100,000 - 199,999 and 500,000 +) have a total floor space which is below standards.

Incorporated in Table II is an increase in the estimated floor space required to meet standards due to the population increase in the state since the 1970 census (see footnote 2, Table II). The population increase was distributed across the categories according to their percentage of the 1970 total state population. Based on this estimate of the 1976 population, the floor space required to meet standards was re-calculated (column entitled "Total Estimated Sq. Feet Needed") and the final column in the table presents the difference between the existing floor space and the estimated square feet which is required to meet standards. The data in this column indicates that the libraries in only one category (500,000 +) have an excess of floor space over that required according to the standard.

TABLE II

ESTIMATED FLOOR SPACE REQUIRED TO MEET STANDARDS

Pop. Served Group	# of Libraries or Systems	Total Sq. Feet	Sq. Feet Needed to Meet Standard[1]	Difference	Addtnl Sq. Ft. Needed Due to Pop. Increase[2]	Total Estimated Sq. Feet Needed	Difference Between Actual and Standard
0 - 2,499	71	99,818	142,000	- 42,182	No Change	142,000	- 42,182
2,500 - 4,999	63	153,102	158,971	- 5,869	18,762	177,733	- 24,631
5,000 - 9,999	77	326,635	396,064	- 69,429	46,745	442,809	- 116,174
10,000 - 24,999	90	595,605	1,004,549	-408,944	118,560	1,123,109	- 527,504
25,000 - 49,999	33	471,596	680,594	-208,998	80,326	760,920	- 289,324
50,000 - 99,999	20	594,893	738,892	-143,999	85,436	824,328	- 229,435
100,000 - 199,999	6	336,186	313,137	+ 23,049	36,958	350,095	- 13,909
200,000 - 499,999	5	413,241	561,276	-148,035	66,232	627,508	- 214,267
500,000 +	3	1,097,150	872,299	+224,851	102,951	975,250	+ 121,900
State Total	368	4,088,226	4,867,782	-779,556	555,970	5,423,752	-1,335,526

[1] Based on 1970 Census.

[2] Based on provisional July 1976 estimate of total state population of 12,487,000 inhabitants, from Current Population Reports, Series P-25, #642.

Table III: Floor Space Adequacy of Texas Libraries

In Table III, libraries were compared individually to the standards for their category rather than group totals being compared to standards estimated for all libraries in a group as was done in Table II. Totals for square feet above or below the standard and population served were kept separately for libraries above standards and those below. This allows consideration of inadequate libraries as a group and eliminates the effect of adding in the floor space of adequate libraries in excess of that required to meet standards. The standards used here were based on 1970 population and because of the methodology employed in developing this table, it was not considered appropriate to incorporate population changes.

Table IV: Building Survey - Year of Construction

In Table IV, individual library buildings were divided into groups according to the year in which they were constructed. The following items are presented in this table: the number of units built each year, the percentage of the total units built each year, the total square feet these units represent, and the percentage of the total existing square footage which was built each year.

It should be noted that some of the data presented in this table (and Table V) are not comparable to data contained in the first three tables for a couple of reasons. First, the individual units identified in this table are not comparable to those in Tables I - III because central (headquarters) libraries and their branches are being treated as separate facilities (e.g., a main library and four branches would constitute five units in Table IV, but would be considered one library in Tables I through III. Second, because the year of construction was not reported by all survey respondents, the total floor space represented in Table IV is less than that in Tables I through III.

TABLE III
FLOOR SPACE ADEQUACY OF TEXAS LIBRARIES

Pop. Served Group	# of Libraries or Systems	# of Libraries Below Standard	% of Libraries Below Standard	Total Sq. Feet Below Standard	Total Pop. Served by Libraries Below Standard	% of Pop. Served by Libraries Below Standard	# of Libraries Adequate	Total Sq. Feet Above Standard	Pop. Served by Adequate Libraries
0 - 2,499	71	52	73.24%	57,509	78,727	74.37%	19	15,327	27,131
2,500 - 4,999	63	43	68.25	59,077	156,841	69.06	20	39,090	70,261
5,000 - 9,999	77	60	77.92	160,314	450,682	79.65	17	90,855	115,124
10,000 - 24,999	90	76	84.44	460,921	1,215,256	84.68	14	51,977	219,814
25,000 - 49,999	33	30	90.91	265,845	998,846	88.06	3	56,846	135,478
50,000 - 99,999	20	16	80.00	242,693	1,165,149	80.48	4	113,694	282,636
100,000 - 199,999	6	3	50.00	38,929	371,784	47.49	3	61,977	411,059
200,000 - 499,999	5	5	100.00	147,975	1,603,464	100.00	0	0	0
500,000 +	3	1	33.33	143,426	830,460	28.56	2	278,277	2,077,203
State Total	368	286	77.72%	1,576,689	6,871,209	67.30%	82	678,043	3,338,706

TABLE IV
BUILDING SURVEY - YEAR OF CONSTRUCTION

Year Built	# of Units*	% of Total	Total Sq. Feet	% of Total
Pre-1927	51	10.69%	201,615	5.44%
1927	3	0.63	4,989	0.13
28	1	0.21	552	0.01
29	0	0	0	0
1930	3	0.63	63,470	1.71
31	1	0.21	4,007	0.11
32	2	0.42	64,179	1.73
33	1	0.21	33,000	0.89
34	3	0.63	14,406	0.39
35	0	0	0	0
36	2	0.42	2,310	0.06
37	3	0.63	5,299	0.14
38	0	0	0	0
39	4	0.84	69,704	1.88
1940	7	1.47	32,338	0.87
41	3	0.63	8,260	0.22
42	4	0.84	7,210	0.19
43	0	0	0	0
44	0	0	0	0
45	2	0.42	7,000	0.19
46	0	0	0	0
47	3	0.63	8,952	0.24
48	7	1.47	38,809	1.05
49	6	1.26	20,148	0.54
1950	9	1.89	56,207	1.52
51	7	1.47	13,138	0.35
52	6	1.26	14,277	0.39
53	3	0.63	5,954	0.16
1954	9	1.89%	95,662	2.58%
55	10	2.10	177,511	4.79
56	6	1.26	14,325	0.39
57	11	2.31	71,668	1.93
58	9	1.89	29,997	0.81
59	4	0.84	55,803	1.51
1960	7	1.47	50,693	1.37
61	16	3.35	127,962	3.45
62	16	3.35	99,131	2.68
63	13	2.73	55,218	1.49
64	14	2.94	95,757	2.59
65	10	2.10	39,688	1.07
66	18	3.77	142,655	3.85
67	28	5.87	164,397	4.44
68	12	2.52	150,299	4.06
69	19	3.98	122,605	3.31
1970	16	3.35	151,705	4.10
71	19	3.98	83,986	2.27
72	12	2.52	129,517	3.50
73	19	3.98	85,270	2.30
74	28	5.87	249,617	6.74
75	24	5.03	627,831	16.95
76	17	3.56	105,620	2.85
1977	9	1.89	101,543	2.74
Total	477		3,704,284	

* Branches and members of consolidated systems are counted individually.

Table V: Building Depreciation by Year of Construction

As mentioned above, the total square feet for which the year of construction was available is less than the total square feet which was reported in this survey. In order to provide a more complete estimate of the floor space by year of construction, the difference between the total square feet reported in Tables I and II and the total in Table IV was distributed among the various years according to their percentage of the total existing square feet (last column Table IV). The new estimate of square feet constructed per year is carried under the column entitled "Estimated Sq. Feet" in Table V.

In order to develop some information concerning replacement needs for library buildings in the state, the estimated square feet is multiplied by an age depreciation rate to give the figure in the column entitled "Age Depreciated Sq. Feet." The age depreciation rate is based on a 50-year, straight line depreciation schedule which assumes that the usable life of a building is fifty years.

Cumulating the age depreciated floor space gives a total of 2,890,932 square feet which has not been depreciated. Subtracting this from the total survey floor space of 4,088,224 gives 1,197,292 square feet or 29 percent of the total existing floor space which has been depreciated using this method. On a statewide level, this figure represents an estimate of the total floor space which should be replaced due to the age of the buildings.

TABLE V

BUILDING DEPRECIATION BY YEAR OF CONSTRUCTION

Year Built	Estimated Sq. Feet	Age Depreciation Rate	Age Depreciated Sq. Feet
Pre-1928	228,018	0.00	0
1928	609	0.02	12
29	0	0.04	0
1930	70,049	0.06	4,203
31	4,422	0.08	354
32	70,831	0.10	7,083
33	36,420	0.12	4,370
34	15,899	0.14	2,226
35	0	0.16	0
36	2,549	0.18	459
37	5,848	0.20	1,170
38	0	0.22	0
39	76,929	0.24	18,463
1940	35,690	0.26	9,279
41	9,116	0.28	2,552
42	7,957	0.30	2,387
43	0	0.32	0
44	0	0.34	0
45	7,726	0.36	2,781
46	0	0.38	0
47	9,880	0.40	3,952
1969	135,313	0.84	113,663
1970	167,429	0.86	143,989
71	92,691	0.88	81,568
72	142,941	0.90	128,647
73	94,108	0.92	86,579
74	275,489	0.94	258,960
1948	42,831	0.42	17,989
49	22,236	0.44	9,784
1950	62,033	0.46	28,535
51	14,500	0.48	6,960
52	15,757	0.50	7,879
53	6,571	0.52	3,417
54	105,577	0.54	57,012
55	195,910	0.56	109,710
56	15,810	0.58	9,170
57	79,096	0.60	47,458
58	33,106	0.62	20,526
59	61,587	0.64	39,416
1960	55,947	0.66	36,925
61	141,225	0.68	96,033
62	109,406	0.70	76,584
63	60,941	0.72	43,878
64	105,682	0.74	78,205
65	43,802	0.76	33,290
66	157,441	0.78	122,804
67	181,436	0.80	145,149
68	165,877	0.82	136,019
1975	692,904	0.96	665,188
76	116,567	0.98	114,236
77	112,068	1.00	112,068
Total	4,088,224	0.71	2,890,932

Need

In September 1980 a public library space needs assessment form was sent to libraries in states all over the U.S. as part of the U.S. National Public Library Space Needs Assessment Survey, a project sponsored by the Chief Officers of State Library Agencies (COSLA) and the Architecture for Public Libraries Committee (APLC) of the Building and Equipment Section (BES), of the Library Administration and Management Association (LAMA), of the American Library Association (ALA).

Each library was asked to assess its current and future space needs based on population projections for 1980, 1990 and the year 2000. Alternative methods of figuring space needs based on these population figures were offered, including tables from ALA's Interim Standards for Small Public Libraries, from Wheeler and Goldhor's Practical Administration of Public Libraries and from Holt's Wisconsin Library Building Handbook. Based on this needs assessment, each library was then to list building projects it was planning for the next five years (1981 through 1985) to meet these needs. These projects could include new construction, additions to current buildings, remodeling of current structures, or conversion of other buildings into libraries.

The following table shows the Texas figures sent in for the national survey. The figures indicate plans for 125 projects over the next five years, increasing square footage available in Texas libraries by 1,264,712 square feet. These figures most probably represent an under-estimate of the actual public library space needs since libraries which needed space but hand no hope of finding local funds did not complete the survey.

ESTIMATE OF TEXAS LIBRARY SPACE NEEDS 1981-1985*

Year	Number of Projects	Square Footage Start	Square Footage End	Total Dollars
1981	22	66,908	171,054	7,757,733
1982	27	147,058	369,300	28,506,533
1983	19	84,396	305,916	11,617,741
1984	18	158,634	375,635	17,559,385
1985	32	233,561	697,864	71,029,411
NA	7	12,400	47,900	4,398,963
5-Year Total	125	702,957	1,967,669	140,869,766

*Based on the U.S. National Public Library Space Needs Assessment Survey for Texas (9/80-12/80)

GOAL 1.6.1 Standard

"The state library agency should assume a leadership role in, and provide necessary funding for, the development of statewide plans for all types of library services, for interlibrary cooperation, for research, and for demonstration and experimental programs that will lead to improved library service to all the people of the state."
(1, Standard 11, ii., p. 23)

"The state library agency should evaluate the effectiveness of library service on a regular, frequent schedule."
(1, Standard 11, vii., p. 23)

"Financial compensation must be made to libraries when their resources are used in the state's network for library service."
(1, Standard 13, pp. 24-25)

Some standards were set administratively.

Status

Fiscal and administrative management of LSCA funded projects via contracts is carried out on an ongoing basis.

Need

The need for administrative services for the LSCA projects is specified in the Department of Education's General Administrative Regulations, Part 100b (8), and the Library Services, Public Library Construction and Interlibrary Cooperation, Rules and Regulations, Part 130 (g).

GOAL 2.1.1 through 2.1.6 Standard

"A statewide program of services should be planned cooperatively to support systems. The state library agency should constantly study laws affecting library service, etc." (1, Standard 11.i., p. 23)

Number of interlibrary loan requests filled for U.S. public libraries at the 75th percentile in 1974 (2, p. 68)

Status

Population Group	Number of Texas Libraries	Req. Filled U.S. 75th Percentile	Req. Filled TX ILL 1981	Gap
500,000 and up	4	6,957	16,040	0
100-499,999	20	78,614	30,760	47,854
50- 99,999	18	12,586	13,986	0
25- 49,999	47	23,760	18,898	4,862
10- 24,999	86	49,130	22,211	26,919
Under 10,000	197	35,802	25,620	10,182
TOTAL	372	206,849	127,515	

Need

Increase the number of interlibrary loan requests filled; monitor performance and investigate alternatives.

GOAL 2.2 Standard

"The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, state, and the nation." (1, Standard 3.iv., p. 18)

Status

MRC	Total Titles Owned FY1981	As of 1981: Total Holdings Cataloged in OCLC	Gap
Abilene	184,158	60,005	124,153
Amarillo	130,380	43,244	87,136
Austin	166,529	156,562	9,967
Corpus Christi	168,242	36,225	132,017
Dallas	NA	[209,524]	NA
El Paso	205,000	85,023	119,977
Fort Worth	348,194	58,145	290,049
Houston	421,370	82,479	338,891
Lubbock	203,077	76,405	126,672
San Antonio	267,500	32,257	235,243
Total	2,094,450	630,345	1,464,105

Need

All MRC holdings should be cataloged in OCLC and thus able to be more accessible.

GOAL 2.3.1 and 2.3.3 Standard

"Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or interlibrary loan." (1, Standard 4.i., p. 18)

"Cooperation
All public libraries should be full participating members of the Texas Library System as provided by the Library Systems Act (VACS Art. 5446a). In addition, they should cooperate with other libraries of all types in order to offer better, more economical service."
(3, Standard C)

Status

Number of System Member Libraries 1981	Number Participating in Reciprocal Borrowing 1981	Gap
298	81	217

Number of Headquarter Libraries	Number of Headquarter Libraries operating reciprocal borrowing programs	Gap
10	4	6

Need

All system members and headquarter libraries should participate in a reciprocal borrowing program.

GOAL 2.3.2 **Standard**

"The practice of providing service through nonresident fees should be eliminated." (1, Standard 6.i., p. 19)

Status

Number of System Libraries	Libraries Not Charging Fees - 1981	Gap
386	280	106

Need

The practice of charging non-resident fees should be discouraged.

GOAL 2.4.1 and 2.4.2 **Standard**

"Public, school, and academic libraries should work together to provide coordinated service to students." (1, Standard 10, p. 21-22).

"The state program for library service should utilize all existing resources and agencies." (1, Standard 12, p. 24)

Status

Current arrangements provide access for users of public, special, and academic libraries (both two and four-year) to the major research collections of the state. Direct access by students from their public schools is not available.

Need

Public schools should be included in interlibrary loan network.

GOAL 2.5.1
and
2.5.2

and

GOAL 2.6.1
and
2.6.2

Standard

"The state library agency should assume a leadership role in... plans for all types of libraries..." (1, Standard 11, ii., p. 23)

Status

Current State Library efforts which involve all types of libraries include the following:

- interlibrary loan and reference referral
- loaning professional materials from the Library Science Collection
- funding of Major Resource Center membership in a bibliographic network which includes academic and special as well as public libraries
- coordination of the follow-up on the Texas Conference on Library and Information Services
- sponsorship of continuing education workshops for all types of librarians
- publication and distribution of *Texas Academic Library Statistics* and *Texas Special Libraries Directory*, as well as *Texas Public Library Statistics*
- distribution of "Library Developments" newsletter to all types of libraries
- assistance to the Texas Library Association Network Committee and to the Texas Council of Networks
- award of Title III grants for cooperative projects between all types of libraries

Need

There is a need for increased cooperation among all types of libraries.

GOAL 3.1.1
and
3.1.2

Standard

"A community library should be easily accessible to every user, connecting him with the total resources of his area, state and nation." (1, Standard 2, p. 16)

"The community library should be easy to reach with a maximum travel time to the library of 15 minutes for urban areas and 30 minutes for rural areas." (1, Standard 2. ii., p. 17)

Status

Number of Counties in Texas	Number of Counties Served 1981	Gap
254	233	21

Total Texas Population 1980	Total Population Served - 1981	Gap
14,229,191	12,763,173	1,466,018

Need

Decrease the number of unserved areas and persons.

GOAL 3.1.3 Standard

"The community library should be under the general governmental control of capable and interested officials." (1, Standard 7, p. 20)

"The public library should have its own governing authority." (1, Standard 9, p. 21)

"Governmental Organization
All public libraries should be established and maintained according to provisions of Vernon's Annotated Civil Statutes (VACS) and Vernon's Texas Codes Annotated (VTCA). Each public library should have a library board. Boards should consist of five to nine people serving staggered terms. Written by-laws should state clearly the functions of the board, limit the number of consecutive terms of board members, and provide for replacement of inactive members." (3, Standard B)

Status

Number of Texas Libraries	Number of Legally Established Libraries-1982	Gap
400	305	95

Need

Increase the number of legally established libraries.

GOAL 3.1.4 Standard

"The community library should be an integral part of local government." (1, Standard 6, p. 19)

"Finance
All public libraries should obtain a budget allocation in an amount adequate to meet the needs of the community served. The governing body of every library should ensure that the resources noted in this document are provided. All possible sources of revenue should be utilized--municipal, county, state and federal, as well as private sources. The Texas Legislature should appropriate funds for

Texas public libraries in an amount at least equal to 40% of the total monies expended state-wide for public library service. The table below recognizes that higher per capita support is required of the smallest communities to achieve basic library service. Support levels are expressed as ranges because of the wide diversity not only in costs of similar budget items but also in line items which may or may not be included in the budget, e.g., utilities. Specific standards for local funding of public libraries are as follows:

LOCAL BUDGET

Population served	Range
0 - 1,999	\$10 - \$15 per capita
2,000 - 4,999	\$ 5 - \$13
5,000 - 14,999	\$ 5 - \$13
15,000 - 24,999	\$ 5 - \$13
25,000 - 49,999	\$ 8 - \$16
50,000 - 99,999	\$ 8 - \$16
100,000 - 499,999	\$ 8 - \$16
500,000	\$ 8 - \$16

(3, Standard I)

Status

Number of Texas Counties	Counties Appropriating Public Library Funds - 1981	Gap
254	187	67

Maximum County Library Appropriation*	1980 County Library Appropriation	Gap
\$151,889,522 (100%)	\$10,955,128 (7%)	\$140,934,394 (93%)

*The maximum under Texas law is 12¢ per hundred dollars of assessed county property tax valuation. (Total tax valuation is \$126.57 billion.)

Need

To have all counties appropriating funds for libraries.

GOAL 3.2 Standard

"A state law should provide for the encouragement and establishment of library systems, whether by consolidation, federation, and/or contractual arrangements, and should provide adequate financial assistance for the support of such interlibrary cooperation." (1, Standard 5, iii., p. 19)

Status

There were seven federated library systems in Texas in 1982, including one newly established system.

Need

Continue incentive grant program.

GOAL 3.3.1 Standard

1.8 Unserved Counties
On behalf of a major resource system, a major resource center shall file a plan of public library development for unserved counties or provide direct service to unserved counties within its boundaries. See Rule 3.4 for definition of an unserved county. This plan will be approved by the State Librarian. Evidence must be provided in system performance reports that the plan of development is being implemented."
(5, page 12)

Status

Under the above rules each regional library system is required to file a plan of public library development for unserved counties within its boundaries annually.

Need

Continue this requirement.

GOAL 3.3.2 Standard

Same as for GOAL 3.3.1. In addition, an administrative standard has been set to provide this service to 150,000 persons.

Status

In 1982 the ten regional library systems provided books-by-mail service to 88,446 persons.

Need

Increase the number of persons served to 150,000.

GOAL 3.3.3 Standard

Same as for GOAL 3.3.1.

Status

In 1982 the ten regional library systems reported 258,099 direct circulations.

Need

Increase the number of direct circulations to keep up with projected population growth of 2.1% annually.

GOAL 4.1.1 through 4.1.4 Standard

"The state library agency should provide to the systems of libraries regular and frequent advisory and consultant services to librarians, board members, government officials, friends-of-the-library groups, and others interested in library development and improvement."
(1, Standard 11, iii., p. 23)

"1.7 Consulting and Continuing Education Service.
A major resource system shall provide consulting and continuing education services to public libraries on-site. At least one professional librarian shall be assigned full time to consulting and other system duties and provided with an adequate budget for support staff, travel, and communications to carry out these duties. A professional librarian is defined as a person holding either a fifth year degree in librarianship or a master's degree in library or information science from a program accredited by the American Library Association or a higher credential from a library school offering an American Library Association approved degree in library or information science."
(5, p. 12)

Status

In 1982, 9,802 persons received technical assistance and consultations through the Texas State Library; 3,784 persons received technical assistance during personal consultations through the regional library systems, and 41,213 persons received information by mail or telephone through the regional library systems.

Need

Increase the number of personal in-depth consultations at both the State Library and regional library systems' level.

GOAL 4.2.1 through 4.2.6

Standard

"The state library agency should promote, stimulate, and provide, as appropriate, a regular program of in-service training and continuing education for librarians, trustees, and others concerned with library development and interlibrary cooperation."
(1, Standard 11, vi., p. 23)

Status

In 1982, continuing education activities were provided as follows:

8,173 continuing education hours through the Texas State Library;
9,290 continuing education hours through the regional library systems;
2,608 persons atended workshops given by the Texas State Library;
2,702 persons attended workshops given by the regional library systems;
3,570 instructional manuals were distributed by the Texas State Library;
1,349 informational and professional librarianship materials were circulated/distributed by the regional library systems.

Need

Maintain and, if possible, increase these continuing education activities.

GOAL 4.3.1 through 4.3.3

Standard

"The state library agency should provide to the systems of libraries regular and frequent advisory and consultant services to librarians, board members, government officials, friends-of-the-library groups, and others interested library development and improvement."
(1, Standard 11, iii., p. 23)

Status

Several regional library system headquarter libraries and member libraries have installed automated systems during the last two years; others are planning the purchase of automation equipment in the near future.

Need

Because of the complexity involved in the purchase and full utilization of automated systems, there is a need for assistance and sharing of information in the area of automation in order to maximize the benefits derived from it.

GOAL 4.4.1 through 4.4.8

Standard

"The state library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs, and to statewide plans." (1, Standard 11. v., p. 23)

Status

The Texas State Library analyzes and publishes statistics collected from public, academic, and special libraries on a regular basis.

Interlibrary loan trends and projections are also disseminated annually.

Need

Continue the dissemination of information concerning the conditions of library development in Texas.

GOAL 4.5.1 through 4.5.3 and 4.5.5

Standard

LSCA Rule 130.7 (c)
"Dissemination of information concerning and library services."

Status

Public awareness of library programs and services is an important issue in Texas. It was one of seven key issues developed by a special project committee funded under a grant from the Texas Committee for the Humanities and Public Policy. The issue was "visibility" and the committee found that "while libraries in Texas collectively have vast resources of information, they must face the issue of making the public aware of the services available through libraries. A great deal of progress has been made since the first Governor's Conference on Libraries in 1966. However, libraries are, in a sense, in competition with numerous information-providing agencies and must aggressively find ways to provide the fullest awareness on the part of Texans of the opportunities available through the library."

In 1982, the Texas State Library produced and distributed 68,625 informational materials.

The regional library systems distributed 1,092,294 publicity items, 22,993 pieces of other information and 22,283 newsletters.

Need

Maintain and, if possible, increase dissemination levels.

GOAL 4.5.4 Standard

An administrative standard was set to provide job line service to 5,500 callers.

Status

In 1982, the Texas State Library provided jobline services to 5,957 persons.

Need

Continue this service to facilitate the placement of librarians in Texas libraries.

GOAL 5.1.1 and 5.1.2 Standard

Proposed amendment to LSCA Program, 770.12

"Among the criteria for determining the adequacy of public library services in geographical areas and for groups of persons in the State, the State library administrative agency shall include criteria which assure that priority will be given to programs or projects serving: (a) Urban and rural areas with high concentrations of low-income families; (b) Areas with high concentrations of persons with limited English-speaking ability."

Status

Analysis of the demographic characteristics of Texas reveals that conditions of poverty exist throughout the state. Each Texas regional public library sytem evidences one or more of the poverty indicators above the national average. Approximately 15 percent of the total state's population (1980), or 2,054,894 persons, has a daily average income of less than $5.50 to satisfy basic physical needs. Although the state's population is comprised of 79% White, 21% Spanish Origin (persons of Spanish Origin are counted in more than one category), 12% Black, and 9% Other, the breakdown of the state's impoverished population by ethnicity reveals that Blacks, persons of Spanish Origin and other ethnic minorities comprise more than 75% of the population with income below the poverty level.

An analysis of areas of high concentrations of low-income families and high concentrations of persons with limited English-speaking ability is currently underway.

Need

Increase assistance to Texas libraries in areas of high concentrations of disadvantaged persons.

GOAL 5.2 Standard

Library Standards for Adult Correctional Institutions (12), Library Standards for Juvenile Correctional Institutions (11), and Standards for Libraries at Institutions for the Mentally Retarded (10).

Status

There are over 52,000 persons residing in state institutions. These institutions vary widely as to the number of residents and the amount of money available to provide library materials.

There is no coordinating authority among the six state agencies concerned with residential institutions. Therefore, the Texas State Library must independently provide impetus for library service within these facilities. Until such time as the current conflict is resolved concerning the establishment of community-based facilities, it is unlikely that sufficient funds will be available for institutional libraries to purchase materials.

Need

In 1981 the Texas State Library conducted a survey of libraries in state residential institutions. Since detailed results are complicated by incomplete reporting, the results are presented with explanatory footnotes. The following Tables VI, VII, VIII, IX, and X indicate the needs existing at these facilities.

TABLE VI
LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT
TEXAS DEPT OF CORRECTIONS FACILITIES FY 1981

		Books			**Magazines**			**Newspapers**		
	(Population)	Standard(a)	Existing	Need	Standard(b)	Existing	Need	Standard(c)	Existing	Need
Beto I	1579	10000	1572	8428	140	17	123	20	14	6
Beto II	150	10000	800	9200	60	17	43	20	14	6
Central	977	10000	3677	6323	102	17	85	20	14	6
Clemens	1184	10000	9385	615	115	17	98	20	14	6
Coffield	4076	15000	10650	4350	296	17	279	20	14	6
Darrington	1917	10000	6462	3530	161	17	144	20	14	6
Diagnostic	1187	10000	0	10000	115	17	98	20	14	6
Eastham	3248	15000	11385	3615	244	17	227	20	14	6
Ellis	2735	15000	10098	4902	212	17	195	20	14	6
Feryuson	2500	15000	9050	5950	197	17	180	20	14	6
Coore	1005	10000	7050	2950	104	17	87	20	14	6
Jester I	364	10000	0	10000	64	17	47	20	14	6
Jester II	388	10000	3416	6584	65	17	48	20	14	6
Jester III	833	10000	800	9200	93	17	76	20	14	6
John Sealy	21	10000	0	10000	60	17	43	20	14	6
Mountain View	540	10000	4440	5560	75	17	58	20	14	6
Pack I	347	10000	700	9300	63	17	46	20	14	6
Ramsey I	2156	10000	8032	1968	176	17	159	20	14	6
Ramsey II	514	10000	6135	3865	73	17	56	20	14	6
Retrieve	1002	10000	6365	3635	103	17	86	20	14	6
Walls	2071	10000	8861	1139	170	17	156	20	14	6
Wynne	2581	15000	11059	3941	202	17	185	20	14	6
TOTAL	31,375									

TEXAS DEPT OF CORRECTIONS FACILITIES - FY 1981
(Continued)

UNIT	(Population)	Film Media(d)			Recordings(d)			Reader Space(f)		
		Standard	Existing(e)	Need	Standard	Existing(e)	Need	Standard	Existing	Need
Beto I	1579	620	NA	?	620	NA	?	16579	3200	13379
Beto II	150	150	NA	?	150	NA	?	1575	2700	0
Central	977	469	NA	?	469	NA	?	10258	81	10177
Clemens	1184	551	NA	?	551	NA	?	12432	4000	8432
Coffield	4076	1244	NA	?	1244	NA	?	42798	3200	39598
Darrington	1917	704	NA	?	704	NA	?	20128	820	19308
Diagnostic	1187	521	NA	?	521	NA	?	12463	0	12463
Eastham	3248	1037	NA	?	1037	NA	?	34104	1608	32496
Ellis	2735	908	NA	?	908	NA	?	28717	1608	27109
Ferguson	2500	850	NA	?	850	NA	?	33768	3216	30552
Coore	1005	476	NA	?	476	NA	?	10552	700	9852
Jester I	364	316	NA	?	316	NA	?	3822	0	3822
Jester II	388	322	NA	?	322	NA	?	4074	8000	0
Jester III	833	433	NA	?	433	NA	?	8746	2700	6046
John Sealy	21	21	NA	?	21	NA	?	220	1080	0
Mountain View	540	360	NA	?	360	NA	?	5670	1056	4614
Pack I	347	311	NA	?	311	NA	?	3643	3200	443
Ramsey I	2156	764	NA	?	764	NA	?	2263	697	1566
Ramsey II	514	353	NA	?	353	NA	?	5397	913	4484
Retrieve	1002	475	NA	?	475	NA	?	10521	1000	9521
Walls	2071	742	NA	?	742	NA	?	21745	5870	15875
Wynne	2581	870	NA	?	870	NA	?	27100	950	26150

TEXAS DEPT OF CORRECTIONS FACILITIES FY 1981
(Continued)

		Professional Lib			Other Staff			Program		
		(g)			(h)			(k)		
	(Population)	Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
Beto I	1579	1	.25	.75	5-6	.1	5-6	6	0	6
Beto II	150	1	.25	.75	2	.1	2	6	0	6
Central	977	1	.25	.75	5-6	.1	5-6	6	0	6
Clemens	1184	1	.25	.75	5-6	.1	5-6	6	0	6
Coffield	4076	1	.25	.75	5-6	.1	5-6	6	0	6
Darrington	1917	1	.25	.75	5-6	.1	5-6	6	0	6
Diagnostic	1187	1	.25	.75	5-6	.1	5-6	6	0	6
Eastham	3248	1	.25	.75	5-6	.1	5-6	6	0	6
Ellis	2735	1	.25	.75	5-6	.1	5-6	6	0	6
Ferguson	2500	1	.25	.75	5-6	.1	5-6	6	0	6
Coore	1005	1	.25	.75	5-6	.1	5-6	6	0	6
Jester I	364	1	.25	.75	3	.1	3	6	0	6
Jester II	388	1	.25	.75	3	.1	3	6	0	6
Jester III	833	1	.25	.75	5-6	.1	5-6	6	0	6
John Sealy	21	1	.25	.75	1	.1	1	6	0	6
Mountain View	540	1	.25	.75	5-6	.1	5-6	6	0	6
Pack I	347	1	.25	.75	3	.1	3	6	0	6
Ramsey I	2156	1	.25	.75	5-6	.1	5-6	6	0	6
Ramsey II	514	1	.25	.75	5-6	.1	5-6	6	0	6
Retrieve	1002	1	.25	.75	5-6	.1	5-6	6	0	6
Walls	2071	1	.25	.75	5-6	.1	5-6	6	0	6
Wynne	2581	1	.25	.75	5-6	.1	5-6	6	0	6
Totals		32	8	24	102-118	3	99-115			

TEXAS DEPT OF CORRECTIONS FACILITIES FY 1981
(Continued)

		Material Budget			Total Budget				
		(i)			(j)			(l)	(m)
	(Population)	Standard	Existing	Need	Standard	Existing	Need	Information Services	Interlibrary Loan
Beto I	1579	----	----	----	----	----	----	X	X
Beto II	150	----	----	----	----	----	----	X	X
Central	977	----	----	----	----	----	----	X	X
Clemens	1184	----	----	----	----	----	----	X	X
Coffield	4076	----	----	----	----	----	----	X	X
Darrington	1917	----	----	----	----	----	----	X	X
Diagnostic	1187	----	----	----	----	----	----	X	X
Eastham	3248	----	----	----	----	----	----	X	X
Ellis	2735	----	----	----	----	----	----	X	X
Ferguson	2500	----	----	----	----	----	----	X	X
Coore	1005	----	----	----	----	----	----	X	X
Jester I	364	----	----	----	----	----	----	X	X
Jester II	388	----	----	----	----	----	----	X	X
Jester III	833	----	----	----	----	----	----	X	X
John Sealy	21	----	----	----	----	----	----	X	X
Mountain View	540	----	----	----	----	----	----	X	X
Pack I	347	----	----	----	----	----	----	X	X
Ramsey I	2156	----	----	----	----	----	----	X	X
Ramsey II	514	----	----	----	----	----	----	X	X
Retrieve	1002	----	----	----	----	----	----	X	X
Walls	2071	----	----	----	----	----	----	X	X
Wynne	2581	----	----	----	----	----	----	X	X
Total		$2,510,000	$74,339	$2,435,661	$4,919,615	$342,787	$4,576,828		

TABLE VII
LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - OTHER ADULT INSTITUTIONS - FY 1981

NAME	(Population)	(a) STANDARD	EXISTING	NEED	(b) STANDARD	EXISTING	NEED	(c) STANDARD	EXISTING	NEED
			Books			**Magazines**			**Newspapers**	
San Antonio State Chest Hospital	1200	10000	4944	5056	116	3	113	20	1	19
School for the Blind	197	10000	7710	2290	60	106	0	20	3	17
School for the Deaf	386	10000	7967	2033	65	40	25	20	2	18
		(d)	**Film Media**		(d)	**Recordings**		(f)	**Reader Space (In sq. ft.)**	
San Antonio State Chest Hospital	1200	525	98	427	525	0	525	12600	561	12039
School for the Blind	197	300	1743	0	300	2500	0	2068	5888	0
School for the Deaf	386	322	90	232	322	0	NA	4053	2440	0
		(g)	**Professional Lib**		(h)	**Other Staff**		(i)	**Materials Budget**	
San Antonio State Chest Hospital	1200	1	1	0	5- 6	0	5-6	$96000	$ 143	$95857
School for the Blind	197	1	1	0	2	2	0	15760	14222	1538
School for the Deaf	386	1	1	0	3	3	0	30880	7726	23154
		(j)	**Total Budget**		(k)	Programming		(l) Information Referral Services		
San Antonio State Chest Hospital	1200	$164711	$16833	$147878	6	5	1			?
School for the Blind	197	62215	86297	0	6	9	0			?
School for the Deaf	386	165082	57032	108050	6	15	0			?
		(m) Interlibrary Loan Services								
San Antonio State Chest Hospital				X						
School for the Blind				?						
School for the Deaf				?						

TABLE VIII
STANDARDS FOR LIBRARIES FOR ADULT CORRECTIONAL INSTITUTIONS
TEXAS MENTAL HEALTH INSTITUTIONS - FY 1981

Name of State		Books			Magazines			Newspapers		
School/Hospital	(Population)	Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
AUSTIN H	752	10,000	3,747	6,253	88	0	88	20	3	17
BIG SPRING	379	10,000	1,800	8,200	65	0	65	20	1	19
KERRVILLE	612	10,000	4,072	5,928	80	12	68	20	3	17
RUSK	1,018	10,000	NA	?	105	NA	?	20	5	15
SAN ANTONIO H	763	10,000	5,484	4,516	89	33	56	20	6	14
TERRELL	934	10,000	8,984	1,016	100	17	83	20	30	0
WICHITA FALLS	569	10,000	5,600	4,400	77	0	77	20	20	0
VERNON N & S	458	10,000	826	9,174	70	140	0	20	14	6
Total	5,485									

		Film Media(d)			Recordings(d)			Reader Space(f)		
	(Population)	Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
AUSTIN H	752	443	0	443	443	0	443	7,896	1,304	6,592
BIG SPRING	379	320	0	320	320	18	302	3,979	720	3,259
KERRVILLE	612	378	0	378	378	0	378	6,426	6,050	376
RUSK	1,018	480	0	480	480	0	480	10,689	1,000	9,689
SAN ANTONIO	763	416	158	258	416	200	216	8,011	1,296	6,715
TERRELL	934	459	237	222	459	20	439	9,807	1,650	8,157
WICHITA FALLS	569	367	306	61	367	500	0	5,974	1,700	4,274
VERNON N & S	458	340	90	250	340	200	140	4,809	3,000	1,809

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS
TEXAS MENTAL HEALTH INSTITUTIONS - FY 1981
(Continued)

		Professional Staff			Other Staff			Total Budget		
	(Population)	(g) Standard	Existing	Need	(h) Standard	Existing	Need	(j) Standard	Existing	Need
AUSTIN	752	1	0	1	5-6	1	4-5	$479,416	$ 6,447	$414,939
BIG SPRING	379	1	1	0	3	0	3	241,664	5,196	236,468
KERRVILLE	612	1	0	1	5-6	0	5-6	258,868	9,795	249,073
RUSK	1,018	1	0	1	5-6	5	0	460,140	NA	?
SAN ANTONIO	763	1	0	1	5-6	1	4-5	554,009	14,408	539,601
TERRELL	934	1	0	1	5-6	1	4-5	458,165	17,231	440,934
WICHITA FALLS	569	1	0	1	5-6	1	4-5	316,984	17,968	299,016
VERNON N & S	458	1	0	1	3	1	2	258,903	9,626	249,277

		Materials Budget (i)			Programming (k)			Information Services (1)	Interlibrary Loan (m)
	(Population)	Standard	Existing	Need	Standard	Existing	Need		
AUSTIN H	752	$60,160	$ 602	$59,558	6	8	0		
BIG SPRING	379	30,320	0	30,320	6	5	1		
KERRVILLE	612	48,960	448	48,512	6	9	0		
RUSK	1,018	81,440	0	81,440	6	2	4	X	
SAN ANTONIO H	763	61,040	985	60,055	6	5	1		X
TERRELL	934	74,720	1,282	73,438	6	12	0		
WICHITA FALLS	569	45,520	1,060	44,460	6	15	0		
VERNON N & S	458	36,640	3,554	33,086	6	18	0		

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS
Footnotes

a. 10,000 volumes or 15,000 volumes if population is over 2,400.

b. 60 titles for the first 300 residents; one title per 16 residents thereafter.

c. Minimum of 20 titles.

d. One title per resident for first 300 residents; one title per four residents thereafter.

e. It was reported that these items are not now part of the library collection.

f. 10.5 square feet per resident; calculated by assuming that one-half of the reported square footage is available as reading space; and by using the standard of seating for 15% of the total population at 35 square feet each.

g. One professional librarian.

h. For population ranges:
100 - 300: two other staff
300 - 500: three other staff
500 + : five - six other staff

i. $80/resident; calculated by estimating the average costs of purchasing two books, two subscriptions and two recordings per resident: 2($16) + 2($14) + 2($10) = $80.

j. 2% of total institution budget.

k. Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and beside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

l. An "x" indicates the need for Information and Reference Service.

m. An "x" indicates the use of interlibrary loan service.

TABLE IX
LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
TEXAS YOUTH COUNCIL FACILITIES FY - 1981

Name of State Homes & Schools	(Population)	**Books** Standard(a)	Existing	Need	**Magazines** Standard(b)	Existing	Need	**Newspapers** Standard(c)	Existing	Need
BROWNWOOD	231	4,620	2,300	2320	40-80	92	0	5	2	3
CROCKETT	159	4,000	20,182	0	40-80	43	0	5	2	3
GAINSVILLE	275	3,500	3,733	1767	40-80	35	5-45	5	8	0
GIDDINGS	255	5,100	8,445	0	40-80	21	19-69	5	1	4
WEST TEXAS	149	4,000	6,393	0	40-80	34	6-46	5	1	4
TOTAL	1,069									

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
TEXAS YOUTH COUNCIL FACILITIES FY - 1981

Name of State Homes & Schools	(Population)	**Film Media** (d) Standard	Existing	Need	**Recordings** (e) Standard	Existing	Need	**AV Equipment** (g) Standard	Existing	Need
BROWNWOOD	231	3003	4582	0	1386	8446	0	58	127	0
CROCKETT	159	2067	70	1997	954	150	804	40	56	0
GAINESVILLE	275	3575	908	2667	1650	139	1611	69	30	39
GIDDINGS	255	3315	24	3291	1530	21	1509	64	37	27
WEST TEXAS	149	1937	300	1687	894	50	844	37	41	0

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
TEXAS YOUTH COUNCIL FACILITIES FY - 1981

(Continued)

Name of State Homes & Schools	(Population)	Reader Space (In Sq. Ft.) (h) Standard	Existing	Need	Other Staff (i) Standard	Existing	Need	Material Budget (j) Standard	Existing	Need
BROWNWOOD	231	577- 850	NA	577-850	3	1	2		300	NA
CROCKETT	159	397- 595	880	0	2	10	0		8014	NA
GAINESVILLE	275	687-1030	1000	30	3	0	3		1889	NA
GIDDINGS	255	637- 955	210	427-745	3	0	3		315	NA
WEST TEXAS	149	372- 557	642	0	2	1	1		600	NA

		Professional Librarian Standard(k)	Existing	Need	Total Budget Standard(l)	Existing	Need	Programming Standard(m)	Existing	Need
BROWNWOOD	231	1	0	1	53955	12472	41483	6	5	1
CROCKETT	159	1	0	1	39162	8327	30835	6	9	0
GAINESVILLE	275	1	1	0	49864	24181	25683	6	4	2
GIDDINGS	255	1	1	0	49106	23756	25350	6	9	0
WEST TEXAS	149	1	0	1	31618	22520	9098	6	12	0

		Information Services(n) Need	Interlibrary Loan(o) Need
BROWNWOOD	231	no	no
CROCKETT	159	x	x
GAINESVILLE	275	no	no
GIDDINGS	255	x	no
WEST TEXAS	149	no	no

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS

Footnotes

a. 4,000 volumes or 20/volumes per resident, whichever is greater.

b. 40-80 titles.

c. 5 titles. (standard set by administrative staff at Texas State Library)

d. 13 titles per resident; combines the filmstrip standard (10/resident) and the Super 8 and 8mm standard (3/resident).

e. 6 recordings,titles/resident. (standard set by administrative staff at Texas State Library)

f. Other materials that should be provided: Games, puzzles, kits, etc,. but no standard set for category.

g. For every 100 residents, 25 pieces of audio visual equipment is needed.

h. The Reading Room should be large enough to seat a minimum of 10 percent to 15 percent of the population (allowing 25 square feet per person), but never fewer than the largest class groups.

i. For population ranges:
100-200: two other staff
200-500: three other staff
500 + : five-six other staff

j. \$80/resident; calculated by estimating the average costs of purchasing two books, two subscriptions, and two recordings per resident; 2(\$16) + 2(\$14) + 2(\$10) = \$80.

k. One professional librarian.

l. 1.0% of total institution budget.

m. Because the Standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, book talks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

n. An "x" indicates the need for Information and Reference Service.

o. An "x" indicates the need for Interlibrary Loan Services.

TABLE X

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED
TEXAS MENTAL RETARDATION INSTITUTIONS - SFY 1982

Name of State School	(Population)	Books (a) Standard	Books Existing	Books Need	Magazines (b) Standard	Magazines Existing	Magazines Need	Newspapers (c) Standard	Newspapers Existing	Newspapers Need
ABILENE	1,278	12,780	NA	?	25	8	17	5	3	2
AUSTIN	977	9,770	NA	?	25	NA	?	5	NA	?
BRENHAM	468	4,680	NA	?	25	NA	?	5	NA	?
CORPUS CHRISTI	516	5,160	0	5,160	25	0	25	5	0	5
DENTON	1,055	10,550	NA	?	25	NA	?	5	NA	?
FT WORTH	560	5,600	1,403	4,197	25	6	19	5	3	2
LUBBOCK	605	6,050	NA	?	25	NA	?	5	NA	?
LUFKIN	709	7,090	NA	?	25	NA	?	5	NA	?
MEXIA	1,372	13,720	1,443	12,277	25	15	10	5	0	5
RICHMOND	1,030	10,300	NA	?	25	NA	?	5	NA	?
SAN ANGELO	764	7,640	987	6,653	25	15	10	5	2	3
TRAVIS	1,080	10,800	NA	?	25	NA	?	5	NA	?
TOTAL	10,414									

Name of State School/Hospital	(Population)	Film Media (d) Standard	Film Media Existing	Film Media Need	Recordings (e) Standard	Recordings Existing	Recordings Need	Toys (f) Standard	Toys Existing	Toys Need
ABILENE	1,278	600	2,134	0	500	2134	0	2556	342	2214
AUSTIN	977	600	NA	?	500	NA	?	1954	NA	?
BRENHAM	468	600	NA	?	500	NA	?	936	NA	?
CORPUS CHRISTI	516	600	0	600	500	0	500	1032	0	1032
DENTON	1,055	600	NA	?	500	NA	?	2110	NA	?
FT WORTH	560	600	914	0	500	191	309	1120	6	1114
LUBBOCK	605	600	NA	?	500	NA	?	1210	NA	?
LUFKIN	709	600	NA	?	500	NA	?	1418	NA	?
MEXIA	1,372	600	0	600	500	36	464	2744	0	2744
RICHMOND	1,030	600	NA	?	500	NA	?	2060	NA	?
SAN ANGELO	764	600	4	596	500	20	480	1528	0	1528
TRAVIS	1,080	600	0	600	500	0	500	2160	0	2160

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED
TEXAS MENTAL RETARDATION INSTITUTIONS - SFY 1982
(Continued)

Name of State School	(Population)	A-V Equipment (g) Standard	Existing	Need	Reader Space in Sq. Ft. (h) Standard	Existing	Need	Reader Seats (i) Standard	Existing	Need
ABILENE	1,278	102-120	191	0	7,668	456	7,212	128	0	128
AUSTIN	977	85-100	NA	?	5,862	NA	?	98	NA	?
BRENHAM	468	34- 40	NA	?	2,808	NA	?	47	NA	?
CORPUS CHRISTI	516	34- 40	0	34-40	3,096	0	3,096	52	0	52
DENTON	1,055	85-100	NA	?	6,330	NA	?	105	NA	?
FT WORTH	560	51- 60	194	0	3,360	50	3,310	56	12	44
LUBBOCK	605	51- 60	NA	?	3,630	NA	?	60	NA	?
LUFKIN	709	68- 80	NA	?	4,254	NA	?	715	NA	?
MEXIA	1,372	119-140	34	85-106	8,232	440	7,792	137	16	121
RICHMOND	1,030	85-100	NA	?	6,180	NA	?	103	NA	?
SAN ANGELO	764	68- 80	5	63- 75	4,584	228	4,356	76	10	66
TRAVIS	1,080	85-100	0	85-100	6,480	0	6,480	108	0	108

	(Population)	Professional Staff (j) Standard	Existing	Need	Other Staff (k) Standard	Existing	Need	Total Budget (l) Standard	Existing	Need
ABILENE		3	0	3	11-12	2	9-10	$114,130	22,271	91,859
AUSTIN		3	NA	?	8-11	NA	?	98,970	NA	?
BRENHAM		2	NA	?	7	NA	?	61,013	NA	?
CORPUS CHRISTI		2	0	2	7	0	7	56,174	0	56,174
DENTON		3	NA	?	11-12	NA	?	117,551	NA	?
FT. WORTH		2	0	2	7	1	6	62,796	9,630	53,166
LUBBOCK		3	NA	?	8	NA	?	55,199	NA	?
LUFKIN		3	NA	?	8	NA	?	59,948	NA	?
MEXIA		3	0	3	11-12	2	9-10	116,389	5,640	110,749
RICHMOND		3	NA	?	11-12	NA	?	90,172	NA	?
SAN ANGELO		3	0	3	8	2	6	61,533	2,583	58,950
TRAVIS		3	0	3	11-12	3	7- 9	98,794	0	98,794

(Continued)

Name of State	(m)	Programming		(n) Information	(o) Interlibrary Loan
School	Standard	Existing	Need		
ABILENE	6	6	0		X
AUSTIN	6	NA	?	NA	NA
BRENHAM	6	NA	?	NA	NA
CORPUS CHRISTI	6	0	6	X	X
DENTON	6	NA	?	NA	NA
FT. WORTH	6	10	0		
LUBBOCK	6	NA	?	NA	NA
LUFKIN	6	NA	?	NA	NA
MEXIA	6	16	0		
RICHMOND	6	NA	?	NA	NA
SAN ANGELO	6	7	0	X	X
TRAVIS	6	9	0		X

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED

Footnotes

a. 2,500 titles or 10 per client, whichever is greater.

b. 25 magazine titles.

c. Five newspaper titles.

d. Film media standard: 600 titles; this combines the published filmstrip standard (500 titles) with 8mm and Super 8 standard (100 titles).

e. 500 cassette or disc recordings.

f. Two toys per client.

g. These numbers indicated the total number of pieces of all types of audio-visual equipment; the Standards state that the following equipment is needed for each 200 residents which equals: 17-20

Record players: 4-6
Tape recorders: 2
Tape players: 3
Sound filmstrip viewers: 1
Sound filmstrip projectors: 2-3
16mm film projectors: 1
8mm film projectors: 1
Overhead projectors: 1
Slide projectors: 1
Projector screen: 1

h. 10% of the user population, allowing for 60 square feet per user up to 10,000 square feet.

i. 10 to 15 seats per 100 residents.

j. For populations ranges:
100-300: one professional librarian
300-600: two professional librarians
600 + : three professional librarians

k. For populations ranges:
100-200: three other staff
200-400: four other staff
400-600: seven other staff
600-800: eight other staff
800-1,000: 8-11 other staff
1,000 + : 11-12 other staff

l. .5% of total institution budget.

m. Because the Standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, book talks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

n. An "x" indicates the need for Information and Reference Services.

o. An "x" indicates the need for Interlibrary Loan Services.

GOAL 5.3.1
through
5.3.5

Standard

Standards for Library Services for the Blind and Visually Handicapped (13).

Status

According to Library of Congress estimates, 1.4 percent of the general population is eligible for these services; in Texas approximately 199,209 persons would be eligible. It is assumed that a maximum of 50 percent of the eligible population, or 99,604, will be interested in these services.

The Library Services for the Blind and Physically Handicapped Persons project addresses the reading needs of Texans who cannot read conventional print, hold a book, or turn the pages of a book because of a physical impairment. In 1982 project performance as compared to standards was as follows:

Number of Non-Commercial Titles Needed (15,2.3.1)	Acquired In 1982	Gap
504/Yr.	200	304

Needed Commercial Volume Acquisitions (15,2.3.2)	Acquired In 1982	Gap
3,650 vols/yr.	1,080	2,570

Demand Level of Circulation (15,2.5.1)	1982 Circulation	Gap
40 vols/reader/yr.	29.5	10.5

Reader Contacts Needed (15,2.5.2)	1982 Reader Contacts	Gap
6/reader/yr.	5.1	.9

Number of Interested Eligible Patrons (15,2.8)	Number of Patrons Reached & Served, 1981	Gap
99,604	72,933	26,671

Currently there are not sufficient funds available to reach all the standards.

Need

To maintain or increase, if possible, the services provided to the Blind and Physically Handicapped.

GOAL 5.4 **Standard**

The library has a positive program "of guidance in the use of educational, informational, and recreational materials." (1, Standard 24, i., p. 32)

Status

The Texas State Library is sponsoring a Summer Reading Club program for children aged five to fourteen each year. This program assists local libraries in developing projects for children and furnishes Reading Club materials to librarians on request. In 1982, a total of 295,999 materials were distributed.

Need

Maintain current level of program.

GOAL 5.5.1 through 5.5.3 **Standard**

"The public library sponsors group activities inside or outside the library within the framework of its program." (1, Standard 27, p. 33)

Status

The ten regional library systems provide films and other audiovisual materials to patrons in their service areas on a regular basis. In 1982 the following services were provided:

Number of persons viewing 16mm films	5,448,755
Number of cassettes and art prints circulated	64,660

Several systems started videocassette collections in 1982.

Need

Maintain or increase the services provided to reach as many persons as possible.

GOAL 5.5.4 Standard

"The library system serves individuals with special needs." (1, Standard 26, p. 33)

Status

The Texas State Library maintains a collection of approximately 5,000 videocassettes which is available to individual public libraries, institutional libraries, and other organizations on request. In 1982, a total of 148,259 persons viewed videocassettes from this collection.

Need

There is a continued increase in the need for AV materials, especially since many of the institutions served are facing cutbacks.

GOAL 5.6.1 and 5.6.2 Standard

"The library system serves individuals with special needs." (1, Standard 26, p. 33)

"There are many adult training needs and educational deficiencies which library programs can address." (20)

Status

According to the 1980 Census Data, of a total state population of 14,229,191, of those adults 25 years of age or older, 1,715,109 or 22% completed less than 9 years of schooling. In additon, 1,352,366 Texans were reported as having completed 9 but less than 12 years of school. In other words, over three million persons aged 25 and over residing in Texas at the time of the census lacked a high school diploma. This represents 38.64% of the total population 25 years of age and over surveyed in the 1980 census.

A number of system member libraries provided adult education programs during 1982, especially in the areas of High School Equivalency test preparation and English as a second language.

Need

There is a need to increase and broaden the educational programs offered in public libraries.

REFERENCES

1. Minimum Standards for Public Library Systems, 1966 (American Library Association, 1967).

2. Helen M. Eckard, Statistics of Public Libraries: LIBGIS III, 1977-78 (National Center for Education Statistics, U.S. Department of Health, Education and Welfare, 1981).

3. Proposed Texas Library Association Standards and Guideines for Texas Public Libraries 1983 (Texas Library Journal, Winter 1982, Vol. 58, no. 4, pp. 104-5).

4. Library Laws of Texas (Texas State Library, 1972).

5. Rules and Regulations for the State Library System, September 1, 1981 to August 31, 1983 (Texas State Library).

6. ALA Interim Standards for Small Public Libraries.

7. Goldhor's "Experience Formula" published in Practical Administration of Public Libraries, 1962, p. 554.

8. Education Division General Administrative Regulations, Part 100b (U.S. Department of Health, Education and Welfare, Federal Register, Volume 45, Number 66, April 3, 1980).

9. Title 45, Public Welfare; Chapter I, Office of Education, Department of Health, Education and Welfare; Part 130, Library Services, Public Library Construction, and Interlibrary Cooperation, Rules and Regulations (Federal Register, Volume 39, Number 232, December 2, 1974).

10. Standards for Libraries at Institutions for the Mentally Retarded (American Library Association, 1981).

11. Library Standards for Juvenile Correctional Institutions (American Library Association, 1975).

12. Library Standards for Adult Correctional Institutions: Final Draft (American Library Association/American Correctional Association Joint Committee on Institutional Libraries, 1976).

13. Standards for Library Services for the Blind and Visually Handicapped. (American Library Association, 1967).

14. Texas State Plan for Adult Education for Fiscal Year 1979. Texas Education Agency, Division of Adult Programs.

EVALUATION AND CRITERIA

Application guidelines and evaluation and reporting procedures for all projects are included in the Annual Program which is reviewed and approved by the Library and Archives Commission. All evaluation and expenditure reports are cited in the contract which is sent to each subgrantee. Attached is a copy of the Systems Contract; contracts for other projects are very similar.

Each regional public library system receiving Title I funds will be required to submit evaluation reports according to the attached instructions. Also the "LSCA Title III Evaluation Outline" will be submitted by each Title III subgrantee to the State Library on the dates specified in the outline. Failure to submit these evaluation reports will be construed as defaulting on the contract. It is not intended that projects failing to impact on the target population should be continued for the sake of fulfilling contract obligations. The evaluation report outlines specify that a subgrantee may update or revise goals, objectives, and the methods of accomplishing these objectives (activities): (1) by describing the problems encountered in implementing the project, and (2) by stating new goals, objectives, and/or activities.

The fourth attachment is the monthly statistical Standardized Reporting Form distributed to the regional public library systems. Data submitted on these forms provide the State Library with information relating to the rate of grant expenditure, number and type of liaison contacts, number and type of materials acquired, and other statistics relevant to the systematic development of the systems program.

State Institutions are asked to submit annually the attached Library Expenditure Report and the Survey of Library Service to State Institutions. This information enables the State Library to compare institutional services to adopted standards.

The attached "General Statistics/Information Report" is distributed annually to all public libraries in Texas. The data collected assist the State Library to compare and evaluate the development of public libraries and decides if libraries meet the criteria for membership in the Texas Library Ssytem.

Also included is the property inventory form. All nonexpendable property purchased with grant funds and with an acquisition price of more than $300 must be reported. In addition, the disposition report form for property purchased Oith federal and state funds is attached.

All financial reporting procedures will be changed in FY 1983 due to the legislatively enacted House Bill 391, the Uniform Grant and Contract Management Act of 1981. Under the authority of this bill, the State Library will adopt Federal Management Circulars A-87 and A-102 and HHS Guide OASC-10 as the standard for all fiscal and program requirements.

As more cities convert to the single audit approach, more emphasis is placed on the review of financial status reports which results in better information of the subgrantees overall performance.

In addition to the staff review of these regularly-submitted documents, the State Library may designate an evaluation team to validate these reports through on-site visitations. The team will review, with the project director and other local participants, the project accomplishments, problems, and management procedures. Written reports will be filed with the State Library and subgrantee following each visitation. Summary copies will be distributed to other appropriate persons and groups participating in the project. An outline of the questions included on the on-site visitation report will be sent prior to the visitation.

To make such evaluative information available, a central file of exemplary projects will be maintained by the Library Development Division so that packages describing the positive and negative experiences of libraries can be distributed to interested persons.

CONTRACT FOR LIBRARY SYSTEMS SERVICES

This Contract and Agreement is entered into by and between the Texas State Library and Archives Commission and the Local Governmental Unit pursuant to the authority granted and in compliance with the provisions of the "Library Systems Act," Article 5446a V.C.S.; the "Rules and Regulations for the Library Systems Act;" "The Powers and Duties of the Commission, Director and Librarian," Article 5436, V.C.S., and the "Library Services and Construction Act", Public Law 84-597 as amended by Public Law 95-123.

I. CONTRACTING PARTIES:

The Receiving Agency: Texas State Library and Archives Commission

The Performing Agency:

II. STATEMENT OF SERVICES TO BE PERFORMED:

A. The Receiving Agency agrees to make a grant of monies to be used for the purpose of providing services to the Major Resource System as approved in the System's Annual Program of Services for 1984.

B. The Performing Agency agrees to adhere to all regulations cited in the Rules and Regulations for the Library Systems Act and to all rules issued under authority of the Uniform Grant and Contract Management Act of 1981, Texas Civil Statutes, Article 4413 (32g).

C. The Performing Agency may charge expenditures against this grant only if they conform to the system annual program of services and budget, as approved by the Receiving Agency, and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be encumbered after August 31, 1984. By November 30, 1984, all obligations of the grant period must have been paid. A final Financial Status Report will be submitted to the Receiving Agency and all unexpended funds will be returned or a final request for any funds due will be submitted.

D. The Performing Agency agrees to audit all funds received under this contract.

AUDIT REQUIREMENTS:

For Single Audit: Attachment P - OMB Circular A-102

1. For purposes of identification this grant must be designated Contract .
2. The fund balance for this grant must be included in the fiscal year 1984 single audit report and, if necessary, in the fiscal year 1985 report. Should the grant account show outstanding obligations at the time of the 1984 audit, a final fund balance must be presented in the 1985 fiscal year single audit report.
3. The audit of this grant will be conducted in accordance with Title I, Section 5.167 of the Texas Administrative Code (TAC) and will be provided to the Receiving Agency no later than 180 days following the close of the city fiscal year.

For Individual Grants Audit

1. This grant must be identified by Contract .
2. Federal and State funds must be audited separately. Federal funds by fiscal year and Title must be audited separately.
3. The audit for this grant must determine an unobligated fund balance and a cash balance of grant accounts and of program income accounts as of August 31, 1984, and a final fund balance as of November 30, 1984.
4. Expenditures must be identified by the categories specified under Paragraph V. of this contract.

81

5. All audits must be conducted by an independent certified public accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

6. The audit must identify the maximum allowable expense for indirect charges as determined by the indirect cost rate(s) in effect during the contract period, applied to the direct expenditures verified in the audit.

7. The audit must verify the accuracy of data contained in Financial Status Reports and the Request for Advance or Reimbursement Reports.

8. The audit must identify the amount of interest earned on this grant, if any. All interest earned must be refunded to the Receiving Agency at the completion of the audit.

9. The audit must identify the amount of program income earned as a result of this grant, if any, and must verify that the income was properly credited to the grant account. Unexpended program income funds must be refunded to the Receiving Agency at the completion of the audit.

10. The audit will be conducted according to an audit manual sent to the local fiscal officer designated in this contract. The audit will be provided to the Receiving Agency by February 1, 1985. The cost of the audit if received after this date must be paid from local funds.

E. Program income must be added to grant funds received under this contract and reported in the quarterly Financial Status Report.

F. The Performing Agency may not use monies received under this grant to replace local funds during the period of the grant.

G. Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement:

> Published with funds granted under the Texas Library Systems Act (H.B. 260 and the Library Services and Construction Act, Title I P.L. 84-597, (as amended).

H. If this contract results in copyrightable material, the Performing Agency is free to copyright the work but the Receiving Agency reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use the work for Government purposes.

I. The Performing Agency certifies by this contract that it is in full compliance with the assurances set forth in Title I, Section 5.164 of the Texas Administrative Code.

J. The Performing Agency agrees to maintain inventory records of non-expendable personal property purchased with grant funds having a unit acquisition cost of $300 or more and to conduct inventories of such property in accordance with Title I, Section 5.165 of the Texas Administrative Code. The Performing Agency further agrees that all non-expendable personal property, which includes equipment and library materials, acquired with funds from this grant and having a unit acquisition cost of $1,000 or more shall become the property of the Texas State Library should the Performing Agency cease to be a Major Resource Center.

K. The Receiving Agency authorizes the Performing Agency to expend grant funds for the following prior approval costs. The Performing Agency agrees to secure the specific written approval of the Receiving Agency before obligation or expending grant funds for any other costs requiring grantor agency approval.

L. The Performing Agency agrees to provide the Receiving Agency with two (2) sets of all promotional materials produced under this contract.

M. The Performing Agency agrees to submit two (2) copies each of two evaluation reports showing: 1) revised and up-dated goals and objectives; (2) major activities and an assessment of the program's success; 3) organizational and operational problems encountered by the system; 4) services to the disadvantaged; and such other standard statistical reports as the Receiving Agency may require. The evaluation reports are for the periods: (1) September 1, 1983 to February 28, 1984, due March 5, 1984 and (2) March 1, 1984 to August 31, 1984, due September 5, 1984.

N. The Performing Agency agrees to submit the Statement of Objectives form the Standardized Reporting form and the Library Systems Workshop Report form to the Receiving Agency at the end of each quarter.

O. The Performing Agency agrees to submit five (5) Financial Status Reports to the Receving Agency during the contract period.

P. The Performing Agency will submit the reports required in Sections N, and O according to the following schedule:

Reporting Period	Due Date
September 1, 1983 - November 30, 1983	December 6, 1983
December 1, 1983 - February 28, 1984	March 5, 1984
March 1, 1984 - May 31, 1984	June 6, 1984
June 1, 1984 - August 31, 1984	September 5, 1984

A Financial Status Report for the period September 1, 1984 - November 30, 1984 will be submitted by December 31, 1984.

Q. The Performing Agency agrees to comply with the terms and conditions of this contract and acknowledges that failure to comply can result in grant suspension. Suspension shall be effective thirty (30) days after receiving written notification from the Receiving Agency. During the suspension, the Performing Agency shall be reimbursed for those costs which cannot be reasonably avoided provided they are allowable under the grant agreement.

R. The Performing Agency agrees to submit all reports required under this contract and acknowledges that failure to comply with the reporting requirements can result in the withholding of future grant payments. If reports are outstanding for a prior year's grant, payment can be suspended on the current year's grant.

S. The Contracting Parties may terminate this contract by giving written notice at least thirty (30) days prior to the effective dates of such termination. Termination procedures shall adhere to the provisions of Title I, Section 5.163 of the Texas Administrative Code.

III. PAYMENT FOR SERVICES:

The Receiving Agency shall pay for services received from federal appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon a "Request for Advance or Reimbursement" submitted by the Performing Agency on Form SF 270. The request will be only for the amount of funds required to meet disbursement needs for a one-month period, but should not be less than $250 per request.

IV. TERM OF CONTRACT:

This Contract is to begin September 1, 1983 and shall terminate August 31, 1984.

MRC:______________________

V. BASES FOR CALCULATING COSTS:

Source of Funds:________________

EXPENSE CATEGORY	CONSULTING, CONTINUING EDUCATION ADMINISTRATION	FILM PROGRAM	COLLECTION DEVELOPMENT	UNSERVED COUNTY	AUTOMATION	ROTATING, DEPOSIT EXTENSION SERVICES	PUBLICITY	OTHER	TOTAL
Personnel	$	$	$	$	$	$	$	$	$
Fringe Benefits									
Travel									
Equipment									
Supplies									
Contractual									
Other									
TOTAL DIRECT CHARGES									
Indirect Charges									
TOTAL	$	$	$	$	$	$	$	$	$

Expenditures in excess of the above amounts for a particular expense category are allowable without prior approval of the Receiving Agency if the cumulative additional charges are for the same project and do not exceed 5 percent of the total budget. This provision does not allow the total amount of the contract to be exceeded.

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VI. CONTRACT AMOUNT:

The total amount of this contract shall not exceed:

____

Source of Funds in this Contract: ____________________

The undersigned Receiving Agency does hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of state and local governments; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and (3) the arrangements and payments contracted for are in compliance with the provisions for Programs of the Department of Education, the Rules and Regulations and the General Provisions of the Library Services and Construction Act, P.L. 84-597, as amended by P.L. 95-123 and the State Library Plan for operation under the Library Services and Construction Act.

RECEIVING AGENCY	PERFORMING AGENCY
Texas State Library	____________________
By: ____________________	By: ____________________ Signature (Must be an official empowered to enter into contracts)
____________________ Typewritten Name Above	____________________ Typewritten or Printed Name Above
____________________ Title	____________________ Title
____________________ Date	____________________ Date
Type or print name of local fiscal office responsible for account into which these funds are to be paid.	Type of print name of individual designated as the person entrusted with the safekeeping of the property acquired with grant funds.
____________________ Name of Fiscal Officer	____________________ Name of Property Manager
____________________ Title (Must be an official of city or county government)	____________________ Position of Property Manager
____________________ ADDRESS	____________________ ADDRESS
____________________ TELEPHONE NUMBER	____________________ TELEPHONE NUMBER

CL:ma
3001.3/1984.CON1 1984.CON5

86

SYSTEM EVALUATION REPORTS
SFY 1984

Some major resource systems submitted Statement of Locally-Determined Objectives forms with project proposals for SFY 1984. The Statement of Locally-Determined Objectives forms and the Standardized Reporting forms which reflect monthly statistical activity towards meeting quantitative goals, will be due at the Texas State Library on a quarterly basis. Two copies of the Narrative Evaluation Reports, one of which will be mailed to the U.S. Department of Education, will be due on the following dates:

(1) September 1, 1983 to February 28, 1984
DUE March 5, 1984

(2) March 1, 1984 to August 31, 1984
DUE September 5, 1984

For the final report, we would suggest that you break the narrative report into two sections: one section covering the last six months and the second section analyzing the overall effectiveness of the year's efforts.

Goals and Objectives

In the narrative portion of the evaluation report, each system has the opportunity to revise its goals and objectives. If certain goals or objectives are found to be unrealistic or unattainable, an explanation of the reasons for deleting or modifying the objectives should be given. Revised objectives should be included on the Statement of Locally-Determined Objectives or on the Standardized Reporting Form so that future progress toward meeting these objectives can be assessed.

NOTE: Changes in goals and objectives are project scope changes, requiring, under H.B. 391, State Library approval.

Activities

A description of the activities which are taking place and an assessment of the success and appropriateness of these activities should be included in the narrative portion of the evaluation report. The assessment of activities should include benefits or reactions which could not have been predicted.

(1) State the major activities which have taken place and assess their success.

(2) Identify the organizational and operational problems encountered in providing the service and the solutions reached.

(3) Submit two copies of workshop packets to Anne Ramos of the Library Science Collection. Workshop packets may be submitted with the evaluation reports or immediately following each workshop in accordance with Publications Clearinghouse Guidelines.

(4) Exemplary promotional materials should be submitted in duplicate with the evaluation report.

(5) Submit one copy of all interim and final consultant reports (including those conducted with system funds for member libraries), data processing contracts, request for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

(6) Submit one copy of minutes of system committee and advisory council meetings, excluding those received with system annual program.

Disadvantaged Services

In order to meet federal guidelines, it is imperative that each evaluation report specifically identify system activities which address the needs of disadvantaged persons. In particular, services and materials which focus on persons of low income and persons of limited English-speaking ability should be clearly delineated.

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LSCA TITLE III EVALUATION OUTLINE
OUTLINE

Please complete the following outline for Title III Grant Evaluations which are due for the following periods:

September 1, 1983 to February 28, 1984 DUE March 31, 1984

March 1, 1984 to August 31, 1984 DUE September 30, 1984

PROCESS OF IMPLEMENTING PROJECT

I. A. What program(s) have been implemented? Describe the activities that have occured for each program or component.

B. Relate the program activities to the stated objectives.

C. Describe the workload measures accomplished (e.g., number of books processed, number of films purchased, etc.).

D. Which activities have been accomplished on schedule as set out in the proposal?

E. Which activities have been carried out in a different manner from the outline established in the proposal?

F. What staffing has been established? What adjustments are needed?

II. A. Have any objectives been revised or deleted? If so, Why?

B. What impediments or problems in implementing the project have arisen?

C. How will you adjust activities to meet problems in the next quarter?

IMPACT OF PROJECT

I. A. How much service has been given? (Number of users reached, etc.) If this is a research project, what exposure to the project has been experienced by others?

B. What is the unit cost $\frac{\text{Total Dollars Expended}}{\text{Number of Service Units}}$ of the service?

C. Is the monitoring system for evaluation purposes sufficient to assess impacts. Are there any proposed changes (in data collected, time frame for collection, etc.)?

D. Have there been unanticipated effects of the project?

II. A. What alternative methods of implementing this project have been identified that might possibly be tested in this or another project?

B. Through this phase of the operation construct a timetable for implementation that could be disseminated to other libraries or agencies.

C. Include two (2) copies of promotional materials and/or publicity produced as a result of this project.

STATISTICAL REPORTING FORM FOR SYSTEMS

INSTRUCTION SHEET

This form is an attempt to collect uniform statistics from all ten regional public library systems. The information supplied on this standardized form will be used to report to the Legislative Budget Board progress made toward meeting system objectives. Please complete this form for each month of the fiscal year and submit the three forms for the preceding three months at the close of each quarter. For example, forms for September, October, and November will be due on December 5 to the State Library.

GENERAL INSTRUCTIONS FOR COMPLETING THIS STATISTICAL REPORTING FORM

o Do not attempt to correct or amend the previous month's reporting form. If corrections are necessary, make the appropriate adjustments in the following month's report. If you desire, you can note at the bottom of the page information regarding the corrections.

o Report the statistics appropriate to the specific month being reported: For example, if you receive 1,000 books in January and 3,000 books in February, you would report 1,000 books received in January and 3,000 books received in February. There is a separate column for cumulating the data.

o Please be careful to avoid double-counting of statistics, while at the same time avoiding gaps in counting.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE STATISTICAL REPORTING FORM

Lines 1-12: Number of Materials Received

Please report only materials which have actually been received at a library. Do not report materials which have been ordered since many orders are cancelled. Because we need to ensure that all materials purchased or leased with system funds are counted, report in the first months of any fiscal year those materials which were ordered and invoiced under the previous year's grant. For example, if $1,000 worth of materials ordered with the FY 1983 system grant were received in November, 1982 (during fiscal year 1983), those materials would be reported in the November, 1982 report. In this manner, we will ensure a continuous count of all materials obtained with grant funds. Be sure to include all materials purchased for the MRC and member libraries as well as materials purchased for specific projects (e.g., consulting activities), but exclude books-by-mail materials which are reported as #16.

Line 1: Number of Books Received

LIBGIS states that a monographic volume is a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use." Under this definition, the Books In Print and the Subject Guide To Books In Print would be counted as seven volumes or seven pieces of library material.

90

Line 19: Number of Persons Viewing 8mm Films, Videocassettes or Videodiscs, and Filmstrips

Please report the number of citizens viewing 8mm films, videocassettes, videodiscs, and filmstrips both in the library and at home. It is very desirable that libraries checking out video tapes for home viewing request that patrons report viewer count in a manner similar to 16mm films. If viewer count is simply not available, then report one circulation as one viewer; however, do not report a charge-out transaction when viewer count is available.

Line 20: Number of Books Circulated to Residents from Extension Loan, Rotating, and Circuit Collections

Please report the number of times materials circulated to citizens from such special collections as rotating and extension loan collections. Such circulation records would include the large-print collections, Spanish language materials, and extension loan collections.

Line 21: Number of Cassettes and Art Prints Circulated to Residents

Please report the number of times cassettes and art prints circulated to citizens. Included in this measure would be out-of-library circulations by the local library. If cassettes or art prints were used for a special program in the library, then report the number of program participants under #25 (Number of Persons attending Special Programs).

Line 22: Number of Materials Circulated to Residents Through Reciprocal Borrowing

If your system has a reciprocal borrowing component in your plan of service, please report the number of materials loaned to residents under this component (See the note for Line #24 below).

Line 23: Number of Reference Referrals Answered

This measure should be used to report on the number of citizen-initiated reference questions referred to the system office from the local library which are answered by the reference back-up component of the system plan of service. Do not include any questions which involve the MRC's interlibrary loan office; please report only those questions which are not answered by the ILL staff. For this measure, report only the number of requests which were filled. If one request required five items being sent to the local patron, report only one request filled. Do not report the five items on any line in this report.

Line 24: Number of Lateral Interlibrary Loans

This measure should be used to report on the number of interlibrary loans which occur among the member libraries as part of a specific system program. Do not report any interlibrary loans which involve the MRC's interlibrary loan office.

Note: If the material which is loaned is mailed or delivered to another library, report this under lateral interlibrary loans; if the patron of one library goes to another library and borrows an item, report this under reciprocal borrowings (Line #22).

Line 4: Number of Periodical Subscriptions

Count the number of periodical subscriptions paid for with system funds and not the number of individual issues in a periodical series.

Line 7: Number of Video Tapes Received

Please report the numbers of 1/2" and 3/4" videocassettes as well as videodiscs purchased with system funds by the MRC or member libraries.

Line 9: Number of Books Leased Commercially

Please report the number of materials received by each library from the commercial vendor. You can report this statistic once at the beginning of the year based on the total of each library's anticipated inventory.

Line 10: Number (Estimated) Pieces of Microform Received

Count each item of microfilm, microfiche, and microcard as an individual item and report on each item. If you subscribe to NUC on microfiche, you would count each individual piece as a separate purchase. Because of the large number of microfiche in a single title such as the NUC, you may count the number of microfiche per inch and then multiply by the number of inches received. This measure would not include the microforms produced by the system, such as a COM catalog of system member holdings.

Line 12: Other Materials Received

Count any library materials (e.g., games, slides) which are not specified above. Exclude equipment, card sets, and supply items.

Line 13: Number of Persons Targeted With Books-By-Mail

This measure should only be reported once. It would consist of the number of persons who potentially would be eligible to use this service. Usually, the service would be directed to persons residing in counties without public libraries and/or in part of counties without library service. If you are estimating your potential user group, write "est." beside the statistic.

Line 14: Number of Catalogs Distributed

Include the number of catalogs and updates distributed to books-by-mail patrons.

Line 15: Number of Materials Circulated

This measure would include the number of materials circulated to books-by-mail patrons.

Lines 17-18: Number of Film Showings and Number of Persons Attending

Please include the number of film showings and the number of persons attending film programs in their appropriate columns. 16mm film showings and attendance count should be reported for all system owned films and for all films obtained with system funds. The count of film showings should include both in-house programs and out-of-library circulations. Report these statistics separately for the Major Resource Center city and other libraries.

Line 25: Special Programming for Citizens

If the system sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays for the public, the system should report the number of persons who attended these special events. Do not count the persons in this category if they have already been reported under #18 (Number of Persons Attending Film Showings) or #19 (Persons Viewing 8mm Films, Videocassettes or Videodiscs, and Filmstrips).

Line 26: Number of Workshops Held

If a single workshop for librarians, trustees, Friends members, or public officials is held in multiple locations, then report each location as a separate workshop. A workshop on puppetry held in three locations is counted as three workshops. If a workshop is cosponsored by another system or State Library, then the cosponsors should decide in advance which organization receives credit for the workshop. Only the primary funding or planning organization will report the workshop. It is important that no double-counting occurs. Note: The system advisory council training sessions (e.g., Basic Skills) for orientation and advanced training are considered to be workshops. Even though a system does not report a joint workshop, that system may report a prorated share of persons and student hours in items 26 and 27.

Line 27: Number of Persons Attending Workshops

Count all the persons attending the workshops in all the locations in which the workshop was held. Do not include in this category the number of staff persons from the system office who attend workshops, but do include MRC library staff. If the workshop is cosponsored with another system or the State Library, then the decision should be reached in advance of the workshop as to which organization receives credit for the number of persons attending. It is logical that each system participating in a jointly planned and funded workshop (such as Basic Skills) will get credit for the participants from the member libraries in its system. If a system staff member is making a presentation at a library association conference or other non-system sponsored workshop, then the number of participants may be counted here and the workshop can be counted in #26 and the hours in #28.

Line 28: Number of Student Hours

Multiply the number of contact hours (i.e., the hours in which substantive instruction is being given) by the number of persons attending the workshop. In the case of system advisory council orientation and training sessions, exclude hours spent observing Commission meetings, listening to political figures, etc. Exclude system staff attending the workshop. Do not count lunch and breaks. Avoid double-counting of jointly sponsored workshops by making a prior agreement on which organization reports or how the student hours are to be prorated.

Line 29: Number of Persons Attending Business/Planning Meetings

Please include in this category the number of persons attending system advisory council meetings (including the number of council members attending) and persons attending system membership and committee meetings to discuss annual and long-range plans, system policies, and other items of system business. If the system is divided into geographical regions, please include the number of persons who attend each of the area planning/business committee meetings. Exclude system staff present at the meeting, but include Major Resource Center library personnel.

Line 30: Number of Persons Receiving Technical Assistance During Personal Consultations

This measure includes the number of persons contacted by a system staff person during on-site visits or meetings held in the system office. Please include personal contacts made by all system personnel and by MRC personnel who are doing specialized consulting. Include the number of people who attend presentations, group sessions, and speeches, such as presentations made to a civic organization or Friends group, a commissioners' court, or to a county library association. Do not include in this category the number of persons who are attending an official system planning/business meeting; however, if a person requests individual assistance from a system staff member before or after a meeting, then the person could be counted. If a system staff member is making a presentation at a system sponsored workshop or system-sponsored planning/business meeting, then do not count the participants in this column, since the attendance is reported in #27 (persons attending workshops) or #29 (persons attending system planning/business meetings).

Line 31: Number of Persons Receiving Information by Mail or Telephone

In this measure you would include the number of persons contacted regardless of whether you initiate the contact or whether you are responding to an inquiry. Please include the number of persons contacted by all system personnel and MRC personnel who are representing the system. Include all general or specific correspondence to system member librarians, advisory council members, lay representatives, board members, and the general public each time you convey information about the system program or activities. Please note you are reporting on the number of persons who receive the information and not the number of informational items or requests.

To avoid double-counting, do not report the number of persons receiving newsletters, publicity items, or informational materials if there is no accompanying letter from a system staff member. If a staff member however sends a letter to a librarian and includes a copy of the newsletter, then you would report one person receiving information by mail (Line #31) and one newsletter sent (Line #34).

If two system staff members sent separate letters to a librarian or council member and the letters are mailed in the same envelope, then report these separate communications as two contacts.

Exclude from this measure, contacts made in the process of booking films. This workload measure could be retained on the Local Objectives Report as an indicator of work volume and efficiency, but should not be reported on the Standardized Reporting Form. However, communications with the member librarians regarding the film program in general (selection, quality of the program, film bibliographies, and programming assistance) could be counted here as persons receiving information.

Line 32: Number of Informational Professional Librarianship Materials Circulated/Distributed

This measure is a combination of two previous measures on the Standardized Reporting Form: Line #32 (Professional Librarianship Collection Materials) and Line #35 (Other Informational Materials Distributed). Included in this measure are such materials as book selection lists, bibliographies, informational bulletins, article reprints, pamphlets, catalogs (e.g., vendor catalogs, and film catalogs), and photocopies from the professional literature requested by a librarian, trustee, system council member, etc. If a letter from a system staff member accompanied the material, then report the figure in both Line #31 and Line #32. Include in this measure both returnable and non-returnable materials as well as materials produced commercially or by system staff. Each bibliographic unit in a packet or mailing is counted as a separate item. For example, a workshop packet consisting of four separate pieces (agenda, restaurant list, bibliography, article reprint, and evaluation form) is counted as: four items x number packets distributed. If a system staff member writes a letter to a member librarian and attaches nine articles, then this transaction would be reported as one person receiving technical assistance (Line #31) and nine informational items distributed (Line #32).

Line 33: Number of Pieces of Publicity Distributed

Include the total number of promotional and public relations materials which the system distributed. Posters, bookbags, bookmarks, brochures, flyers, news releases, bumper stickers, buttons, produced or purchased by the system should be included. Do not include books-by-mail catalogs or updates.

Line 34: Number of System Newsletters Distributed

Include the total number of system newsletters which are distributed. If stapled or attached to the newsletter are separate materials which are not a regular part of the newsletter but are attached for convenience and postage savings, then you may report these informational items under Line #32.

STANDARDIZED REPORTING FORM FOR REGIONAL SYSTEMS - 1984

Name of Reporting System or Area Library:____________________________________

Month:________________________________

	YEARLY TARGET AS OF 8/31/84	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
MATERIALS ACQUISITION INFORMATION:			
1. Number of Books Received			
2. Number of 16mm Films Received			
3. Number of 8mm Films Received			
4. Number of Periodical Subscriptions Received			
5. Number of Cassettes Received			
6. Number of Art Prints Received			
7. Number of Video Tapes Received			
8. Number of 16mm Films Leased			
9. Number of Books Leased Commercially			
10. Estimated Pieces of Microform Received			
11. Number of Filmstrips Received			
12. Other Materials Received (see definition)			
BOOKS-BY-MAIL PROGRAM:			
13. Number of Persons Targeted			
14. Number of Catalogs Distributed			
15. Number of Materials Circulated			
16. Number of Materials Purchased for Circulation to Patrons			
FILM SERVICE:			
17. Number of Film Showings			
by MRC			
by other libraries			
18. Number of Persons Attending Film Showings			
by MRC			
by other libraries			

	YEARLY TARGET AS OF 8/31/84	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
RESOURCE SHARING:			
19. Number of Persons Viewing 8mm Films, Videocassettes or Videodiscs, and Filmstrips (exclude 16mm films)			
20. Number of Books Circulated to Residents From Extension Loan, Rotating, and Circuit Collections			
21. Number of Cassettes and Art Prints Circulated to Residents			
22. Number of Materials Circulated to Residents Through Reciprocal Borrowing			
23. Number of Reference Referrals Answered			
24. Number of Lateral Interlibrary Loans			
SPECIAL PROGRAMMING FOR CITIZENS:			
25. Number of Persons Attending Special Programs Sponsored by the System (excluding viewers of 16mm and 8mm films, filmstrips, and videocassettes)			
TECHNICAL ASSISTANCE TO LIBRARIANS, TRUSTEES, PUBLIC OFFICIALS AND CITIZENS			
26. Number of Workshops Held			
27. Number of Persons Attending Workshops			
28. Number of Student Hours (number of persons attending x number of workshop hours)			
29. Number of Persons Attending System/Business Planning Meetings			
30. Number of Persons Receiving Technical Assistance During Personal Consultations			
31. Number of Persons Receiving Information by Mail or Telephone			
32. Number of Informational and Professional Librarianship Materials Circulated/Distributed			
33. Number of Pieces of Publicity Distributed			
34. Number of System Newsletters Distributed			

Send Completed Form for Each Month To:

Texas State Library
Systems Development Department
Box 12927/Capitol Station
Austin, Texas 78711

LOCAL/SYSTEMS OBJECTIVES REPORT

System:______________________ Month:______________________

Project Title:______________________ State Fiscal Year:________

Please include your locally determined objectives on this form.

Please note that there is no need to duplicate objectives which are included on the Standardized Reporting Form. The objectives listed on this form should be realistic, attainable, and quantified and should (1) clearly identify the proposed services; (2) state the number of service units to be provided; (3) state the time frame; (4) clearly define the target population; and (5) define the performance or workload measures for each stated objective.

At the close of each month, you should report progress made that month toward meeting your quantitative objectives in the section entitled, "Monthly Performance Report."

Statement of Objectives	Monthly Performance Report
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

3008/A-GL.9

98

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

M E M O R A N D U M

TO: State Institution Librarians

FROM: Linda Robinson, Outreach/Institution Consultant

DATE: September 1, 1982

RE: Library Materials Grant Program Requirements

The Texas State Library may again conduct a materials grant program to provide library books and audiovisuals for residents of state institutions. Under this program, eligible institutions may order these materials through the State Library.

Funding for the fiscal year 1983 has yet to be approved by the United States Congress and the President. Therefore, the Texas State Library is requesting that you process the attached forms in the event that federal funds become available during 1983. By having you fill out these forms under our regular timetable, your application will be on hand at this agency, therefore avoiding any delay in the allocation of funds at a later date.

To be eligible to participate, an institution must complete and file two documents with the State Library:

1) The FY 1982 Library Expenditure Report, and
2) The Survey of Library Service to Residents.

Copies of these forms are enclosed and must be returned by October 25, 1982.

The completion of these documents is an important component in the reporting which the State Library must do every year to the Department of Education. The information and statistics collected must be sent to Washington to receive the federal monies which fund this program. While I have attempted to revise the survey and eliminate unnecessary information, most of the information requested is needed to compare institutional library services to adopted standards and to report this information to the federal government.

All institutions which file these reports will be eligible for a basic allocation of $400.00. In addition to this basic amount, those institutions which report an expenditure of state funds for resident library materials will be awarded an additional allocation on a pro-rated matching grant formula. These funds may be used to order library books and audiovisuals for use by residents in those institutions with a demonstrated need. However, periodicals are no

(over)

AN EQUAL OPPORTUNITY EMPLOYER

Administration (512) 475-2166 (STS 822-2166)
Administrative Division (512) 475-4140 (STS 822-4140)
Archives Division (512) 475-2445 (STS 822-2445)
Information Services Division (512) 475-2996 (STS 822-2996)
Library Development Division (512) 475-4119 (STS 822-4119)
Division for the Blind and Physically Handicapped (512) 475-4758 (STS 822-4758)
Records Management Division (512) 454-2705 —

longer ordered under the Centralized Acquisition for State Institutions Program; this is because the process of bidding an item is much more time consuming and may not produce the highest quality of service delivery. Federal regulations prohibit the expenditure of these funds where a deficiency cannot be demonstrated.

An additional copy of each form is enclosed for your files. In completing the survey, it may be helpful to refer to copies of the survey which were done for previous years. Contact my office if you need copies of older surveys.

If funding is available by the Federal Government for FY 1983, those institutions which are awarded an allocation will be notified in or around December, 1982. Specific ordering procedures will be sent to eligible institutions.

If I may be of assistance to you, please contact me at 512/475-4110 or TexAn 822-4110.

Please return the forms by October 25, 1982 to:

Linda Robinson
Outreach/Institution Consultant
Texas State Library
Box 12927/Capitol Station
Austin, Texas 78711

LR:cg
3002/GP-REQ1

1982 EXPENDITURE REPORT

A report of your resident library's expenditures covering the State Fiscal Year (September 1, 1981 - August 31, 1982) is due at this time.

To be eligible to receive an allocation of funds under the Centralized Acquisitions for State Institutions Program, this report must be submitted, even if no state funds were expended.

Please report only state funds expended for library services to residents. Do not include any revenue-sharing funds. The institution certifies that this report does not reflect any federal funds or state funds being used as matching funds for any other federal program.

* * * * *

RESIDENT LIBRARY EXPENDITURES FOR FY 1982 FOR

______________________________, ____________________

(Name of Institution) (City)

Salaries and Wages.	$ ____________
Books and Periodicals	$ ____________
Audiovisual Materials	$ ____________
Office Equipment.	$ ____________
Audiovisual Equipment	$ ____________
Other Expenses.	$ ____________
Contracts (please specify).	$ ____________
	____________
TOTAL	$ ____________

Please return one signed copy of this report by October 25, 1982 to Linda Robinson, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711. Thank you for your prompt attention and cooperation.

____________________ ____________________

NAME (signature) SUPERVISOR

____________________ ____________________

NAME (typed or printed) SUPERVISOR (typed or printed)

SURVEY
OF
LIBRARY SERVICES TO RESIDENTS OF STATE INSTITUTIONS
DURING FISCAL YEAR 1982

Note: To be eligible to receive a materials grant during FY 1983 the institution must submit this survey to the Texas State Library by October 25, 1982.

____
NAME OF INSTITUTION

I. GENERAL INFORMATION

A. Population. Give actual figures or best estimate of the number of persons in institution.

Ages 0 - 4 __________
5 - 13
14 - 24 __________
25 - 64 __________
65 + __________

TOTAL ==========

B. Ethnic or racial group. Give best estimate of number of persons served.

__________ Native American
__________ Oriental
__________ Black
__________ White
__________ Spanish-Speaking
__________ Other______________

TOTAL ==========

C. Type of population (Indicate approximate number or percentage of residents by predominant characteristics.)

Mentally Retarded ______
Blind or Visually Impaired ______
Physically Handicapped ______
Deaf ______
Chronically Ill ______
Mentally Ill ______
Delinquent ______
Other (Specify) ______

II. LIBRARY SERVICES

A. Does the institution operate or provide a library

for residents? YES ____ NO _____

for staff? YES ____ NO _____

Are these separate libraries? YES ____ NO _____

If the institution does not operate library, please attach a brief narrative for reasons why.

B. Does the institution provide library services for its residents with the assistance of outside agencies, such as city or county libraries, regional library systems, bookmobiles, civic groups, or volunteers?

YES _____ NO _____

If services are provided in this manner, please attach a brief narrative description.

Note: If the institution does not provide library services to its residents, place a check in the box. ☐

You may turn to the end of this form and sign.

C. Facilities

1) Library location ____________________

2) Number of square feet _______________

3) Number of seats _____________________

4) Total hours per week library is open to residents _______________

D. Materials Inventory

1. Monographs

a) Number of volumes at beginning of year __________

b) Number of volumes added __________

c) Number of volumes withdrawn __________

d) TOTAL (a+b-c) ________

2. Periodical Subscriptions

a) Number of current periodicals subscription titles purchased ________

b) Number of current newspaper subscription titles purchased ________

c) Total number of subscriptions (including duplicates) purchased ________

d) Number of donated books used ________

e) Number of donated periodicals used ________

3. Non-Book Materials (Please count by physical item - reel, strip, slide, tape, etc.)

	Holdings	Number of Circulations	Number of Viewers
a) Filmstrips			
b) Film loops			
c) 16mm Films			
d) Recordings (discs and tapes)			
e) Games and toys			
f) Slides			
g) Microforms (reels and microfiche)			
h) Video tapes			
i) Other (specify)			

4. Circulation

a) Audiovisual Circulation Total ________

b) Book Circulation total ________

c) Periodicals Circulation Total ________

d) GRAND TOTAL CIRCULATION ________

E. Audiovisual Equipment

Please list the number of items held on the library's inventory. Do not list equipment assigned to classrooms, etc.

a) Teaching machines ________

b) 16mm film projectors ________

c) Screens ________

d) Filmstrip projectors ________

e) Filmstrip viewers ________

f) Cassette recorders ________

g) 8mm projectors ________

h) Slide projectors ________

i) Overhead projectors ________

j) Record players ________

k) Headphones ________

l) Videocassette players ________

m) Other (specify) ________

F. Library Staff

1) Name of person responsible for library____________________

2) Title________________________________

3) State Classification Job Title*___________________________

4) Number of hours per week assigned to library______________

5) Annual Salary______________________

6) Education background______________________________________

a) Highest grade or degree______________________

b) Number of library science credits_____________

7) Number of residents working in library____________________

8) Number of volunteers working in library___________________

9) Number of paid staff working in library___________________

*For example: Clerk III; Therapist Technician II; Librarian I.

G. Library Budget

Indicate sources of funds of the library's budget by amount.

State Funds

from institution budget $_______________

from school district budget $_______________

from canteen funds, etc. $_______________

Federal Funds (specify source) $_______________

State Library Grant $_______________

Monetary Donations $_______________

Other (specify) $_______________

TOTAL $_______________

H. Library Programs/User Services

1) Are the following library services offered to your residents?

Information and Reference Service YES_____NO_____

Library Orientation YES_____NO_____

Reader Guidance YES_____NO_____

Booklist Preparation YES_____NO_____

Book Cart and Bedside Book Delivery YES_____NO_____

2) Does the library provide the following programs for residents?

Exhibits and Displays YES_____NO_____

Book Talks to Groups	YES____	NO____
Field Trips	YES____	NO____
Summer Reading Club	YES____	NO____
Story Telling	YES____	NO____
Discussion Groups	YES____	NO____
Film or Filmstrip programs	YES____	NO____
Recorded Music Concerts	YES____	NO____
Art or Drama Activities	YES____	NO____
Current Events Programs	YES____	NO____
Puppet Shows	YES____	NO____
Others (specify)	YES____	NO____

3) Are materials not owned requested for residents on interlibrary loan?

YES____ NO____

Number of requests per year____________

4) How frequently may residents visit the library?

____

5) If some residents are not able to visit the library, how is service provided?

____

6) How do residents provide feedback on library services?

____

7) In the organization structure, in what department and division is the library?

____

III. NARRATIVE

Please describe what are perceived to be the greatest needs of the library program.

DIRECTORY INFORMATION

NAME OF INSTITUTION ______________________________

MAILING ADDRESS ______________________________

____

____

TELEPHONE ______________ TEX-AN ______________

SUPERINTENDENT OF INSTITUTION ______________________________

LIBRARIAN'S SUPERVISOR OR DEPARTMENT HEAD ______________________________

RESIDENT/PATIENT LIBRARIAN ______________________________
(or person responsible for resident library)

SURVEY INSTRUCTIONS

Please report data on library services to residents of your institution only.

Where applicable, please report data for the state fiscal year (September 1, 1981 - August 31, 1982. Indicate the time period if you cannot report for the fiscal year time period.

Where a survey question is not applicable to your situation, attach an explanation.

Where the space provided is not adequate to answer the questions, feel free to use additional sheets.

An additional copy of the survey form is provided for retention in your files. It will be useful to refer to this form in future years.

Some data requested by the survey may not have been accurately collected. A reasonable estimate of this data can be supplied. The data should begin to be collected for future surveys.

Thank you for your cooperation. Your comments and suggestions on improving this survey would be welcome. For assistance, contact:

Linda Robinson, Consultant
Texas State Library
(512) 475-4110
TexAn 822-4110

DUE 3/1/83

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM

** CONTENTS **

Pages	Title
ii	Authorization for Application for System Membership
1-2	General Statistics/Information Report
3-5	Materials and Services Report
6-7	Library Board Report/Library Schedule and Hours of Service Report
8-9	Library Use Charges and Fines Report

- This form is due at the Texas State Library on **March 1, 1983.** The copies should be distributed in the following manner:
    - One completed form to the Library Development Division, Texas State Library, P.O. Box 12927/Capitol Station, Austin, Texas 78711.
    - Second completed copy to the Coordinator in your regional library system office. A list of these names and addresses is found on page ii of the **Instructions to Accompany the AR/SMA** (attached).
    - Third completed copy for your library's files.
- If you need working copies, please photocopy or contact our office.
- Please provide the following information:

Typewritten or Printed Name of Person Completing Form

Mailing Address

Position (Title)

City Zip Code

(Area Code) Telephone Number

110

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM

Authorization to Apply for New or Continuing System Membership

LIBRARY NAME: ______________________ CITY: ____________________

This Authorization for Application should be completed **only** for the following reasons:

- Your library is applying for **new** membership in the Texas Library System.
- Your library wishes to **continue** its membership in the Texas Library System for the upcoming state fiscal year (SFY 1984).

All signatures are necessary. **Current** members of the Texas Library System MUST obtain all necessary signatures if they wish to **continue** their System membership during SFY 1984.

Signatures of city secretaries, county clerks, and so forth are **not** valid substitutions for the signatures of mayors, city managers, or county judges.

IF you are unable to obtain all necessary signatures before this form is due at the State Library, **THEN** send to the State Library all other pages except this Authorization and indicate approximately when the Authorization for Application will be forthcoming. After obtaining the required signatures, mail this page to the Texas State Library at your earliest convenience.

AUTHORIZATION

______________________	______________________
• SIGNATURE of Mayor, City Manager, or County Judge (Circle applicable one)	• SIGNATURE of Head Librarian
______________________	______________________
Typewritten or printed name above	Typewritten or printed name above
______________________	
• SIGNATURE of Library Board Chairman	
______________________	
Typewritten or printed name above	

General Statistics/Information Report

(See Instructions, p. 2)

1. The local fiscal year covered by this report began ________________________ and ended ________________________.
2. This is an application for _____ new or _____ continuing System membership.
_____ This is not an application for System membership.
3. Library Name ______________________________ 4. County ____________________
5. Mailing Address ____
Street or P.O. Box # City Zip Code
6. Street Address ____________________________ Phone # ____________________
(If different from mailing address) Area Code Number
7. Head Librarian's Name Miss Ms. Mr. Mrs. ______________________________
(Circle one if preferred)

Categories of Expenditures (See Instructions, pp. 3-9)	Expenditures by Category in LFY 1982 (including governmental in-kind contributions, if any) (a)	Governmental In-Kind Contributions by Category in LFY 1982 (if reported in expenditures column) (b)
8. Books	$__________	$__________
9. Periodicals	__________	__________
10. Audiovisual Materials	__________	__________
11. Salaries	__________	__________
12. Fringe Benefits	__________	__________
13. Equipment	__________	__________
14. Utilities	__________	__________
15. Other Expenses	__________	__________
16. TOTAL (Must match 20)	$__________	$__________

OPTIONAL QUESTION: See Page 3 of Instructions.

Sources of Expenditures	Expenditures by Source of Funds in LFY 1982 (including governmental in-kind contributions, if any) (a)	Governmental In-Kind Contributions by Source of Funds in LFY 1982 (if reported in expenditures column) (b)
17. City or Cities	$__________	$__________
18. County or Counties	__________	__________
19. Other Sources	__________	__________
20. TOTAL (Must match 16)	$__________	$__________

21. Of the amounts shown in 8-20, how much (if any) was from
a. City Revenue-Sharing Funds__________ b. County Revenue-Sharing Funds ____________

---

22. Did your library receive funds from more than one county in LFY 1982? ____YES ____NO
If yes, then list the counties and amounts: ______________________________________

---

23. SPECIAL GRANTS
(See Instructions, p. 10)
a. Number of special grants received in LFY 1982 ___________
b. Total expenditures from special grants, LFY 1982 $________________

---

24. EXTRAORDINARY EXPENDITURES
(See Instructions, p. 10)
a. Total extraordinary expenditures, LFY 1982 $___________________
b. Source(s): City ________
County ________
Other (specify) ________

LIBRARY STAFFING & SALARIES AS OF JANUARY 1, 1983 **(See Instructions, pp. 11-12)**

	Number of Budgeted Positions (a)	Total Budgeted Hrs./Wk. (b)	Total Budgeted Salaries (c)	# of Staff with MLS Degrees (d)	
				ALA-accdtd.	Other
25. Head Librarian		hrs	$		
26. Other Librarians		hrs	$		
27. Other Professional Staff		hrs	$		
28. Technical, Clerical, and Other Support Staff		hrs	$		
29. TOTALS (sum of 25a b, c, and d through 28a, b, c, and d)		hrs	$		

30. If your library serves 10,000 - 25,000 persons, does your library have **one** staff member employed in library duties at least 30 hours per week? ___YES ___NO

(For questions 30 and 31, see Instructions, p. 12)

31. If your library serves fewer than 10,000 persons, does your library have **one** staff member employed in library duties at least 20 hours per week? ___YES ___NO

32. Number of branches operating as of January 1, 1983 **(See Instructions, p. 12)**_______
33. Number of bookmobiles in use as of January 1, 1983 . . . . _______
34. Number of stations operating as of January 1, 1983 . . . . _______

35. Does your library have a telephone with a listed (published) number? ____YES ____NO

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM

Materials and Services Report

LIBRARY NAME: ______________________________ CITY: ________________________

	# of Titles (a)	# of Vols. or Items Held (b)	# of Vols. or Items Circulated (c)
36. Bookstock (Including Bound Periodicals) (See Instructions, pp. 13-14)		(Vols)	(Vols)
37. Uncataloged Paperbacks (Instructions, p. 14)		(Vols)	(Vols)
38. Unbound Periodicals (Instructions, p. 15)		(Pub. Vols)	(Items)
39. Materials on Microform (Instructions, pp. 15-16)		(Items)	(Items)
40. Audio Recordings (Instructions, p. 16)		(Items)	(Items)
41. Circulating Art Prints (Instructions, p. 17)		(Items)	(Items)
42. Circulating Sculpture (Instructions, p. 17)		(Items)	(Items)
43. Games, Puzzles, Models, Toys, etc. (Instructions, p. 17)		(Items)	(Items)
44. SUBTOTAL (sum of 36-43) (Instructions, p. 17)			

Continued

Materials and Services Report (continued)

☐ NONE OF THE FOLLOWING:

	# of Titles (a)	# of Vols. or Items Held (b)	# of Vols. or Items Circulated (c)	Total Showings/ Listenings (d)	Viewer Count (e)
45. Multimedia Kits (Instructions, p. 18)		(Items)	(Items)		
46. Filmstrips (Instructions, p. 18)		(Items)	(Items)		
47. Slides (Instructions, p. 19)		(Items)	(Items)		
48. Motion Pictures (Instructions, p. 19)		(Items)	(Items)		
49. Video Cassettes-3/4" (Instructions, p. 19)		(Items)	(Items)		
50. Video Cassettes-1/2" (Beta, VHS, etc.) (Instructions, p. 19)		(Items)	(Items)		
51. Telephone Recordings (TelMed, Dial-a-Story, etc.) (Instructions, p. 18)		(Items)	▨		▨
52. Computer Programs (games, etc.) (Instructions, p. 19)		(Items)	(Items)		
53. Other Materials (Specify) ________ ________ ________ (Instructions, p. 18)					
54. SUBTOTAL (sum of 45 through 53) (Instructions, p. 19)					
55. TOTALS (for columns a and b - add SUBTOTAL from 44 to SUBTOTAL from 54)					

Continued

Materials and Services Report (continued)

	# of Items Borrowed (a)	# of Vols. or Items Held (b)	# of Vols. or Items Circulated (c)	Total Showings (d)	Viewer Count (e)
56. Films Borrowed from Major Resource System (Instructions, p. 19)		▨	(Items)		
57. Films Borrowed from Other Collections or Circuits (Instructions, p. 20)		▨	(Items)		
58. Video Cassettes - 3/4" Borrowed from TSL and Deposit Collections (Instructions, p. 20)		▨	(Items)		
59. Books Borrowed from Major Resource System (Instructions, p. 20)		▨	(Items)	▨	▨
60. Other Materials Borrowed from Major Resource System (Instructions, p. 20)		▨	(Items)		
61. SUBTOTAL (sum of 56 a, c, d, & e through 60 a, c, d, & e) (Instructions, p. 20)		▨			
62. TOTAL (sum of subtotals in Items 44c, 54 c, d, & e through 61 c, d, & e) (Instructions, p. 20)					

63. Number of periodical subscription titles your library was receiving at the end of LFY 1982 (See Instructions, p. 21) . . . . ________

64. Total number of reference transactions (including filled and unfilled) in LFY 1982 (See Instructions, p. 21) . . . . ________

65. Total number of reference transactions **completed** (filled) in LFY 1982 (See Instructions, p. 21) . . . . ________

66. Total number of persons attending programs provided by the library in LFY 1982 (See Step 4, Page 21 of Instructions) . . . . ________

67. Interlibrary loan requests filled by other libraries for your library users in LFY 1982 (See Instructions, p. 22)
   a. Major Resource Center's Interlibrary Loan Office . . . . ________
   b. Requests filled by any other method . . . . ________

THE NEXT THREE QUESTIONS ARE OPTIONAL - FOR INSTRUCTIONS, SEE PAGE 22.

68. Total number of **materials** used in the library in LFY 1982 . . . . . ________
69. Total number of **library visits** recorded in LFY 1982 . . . . ________
70. Total number of **persons registered** as library users in LFY 1982 . . ________

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM
Library Board, Schedule and Hours of Service
As of January 1, 1983
(See Instructions, pp. 23-24)

LIBRARY NAME: ______________________________ CITY: ______________

71. IF your library does not have a library board, THEN check here. ☐

72. Is your library board a **governing** _____ or an **advisory** _____ board? **(Check one)**
(See Instructions, p. 23)

73. Name of Library Board ______________________________

74. Meeting Schedule: Date(s) ______________________________
Place ______________________________

75. Board members are ____ appointed ____ elected **(Check one)** by which group(s)?

____City Council ____County Commissioners Court ____Other. **(Check all applicable)**

76. Are board members' terms staggered? ____YES ____NO

77. Are members eligible for re-election or re-appointment? ____YES ____NO

78. Name and mailing address of the following (if applicable to your library):
a. Library Board Chairman: ______________________________
____
b. Friends President: ______________________________
____
c. System Lay Representative: ______________________________
____

79. HOURS OF LIBRARY SERVICE:
Library services include the dissemination of materials and/or information by the library staff to the general public during posted or otherwise published hours of library outlets. Pre-recorded telephone services such as dial-a-story, are not to be considered library services for the purposes of this rule. (Rule 2.2 of the Rules and Regulations for the Library Systems Act, as amended by the Texas State Library and Archives Commission)

Total number of hours of library service provided by your main library, branch libraries, and bookmobiles during a regular week (do not total duplicative hours among branches, bookmobiles, stations, etc.) __________
(See Instructions, p. 24)

80. SCHEDULE OF HOURS OF THE MAIN LIBRARY OR LIBRARY SYSTEM HEADQUARTERS
(See Instructions, p. 24)

REGULAR SCHEDULE		SUMMER SCHEDULE	
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
WEEKLY TOTAL		WEEKLY TOTAL	

117

☐ The library has neither branches nor bookmobiles.

81. BRANCH AND/OR BOOKMOBILE INFORMATION (See Instructions, p. 24)

a. Branch/Bookmobile Name ______________________

b. Mailing Address ______________ City ____________ Zip Code ______

c. Street Address ______________ Area Code ____ Telephone ______

d. Name of Branch or Bookmobile Librarian Mr. Mrs. Miss Ms. (Circle one if preferred) ______________________

e. Schedule of Hours

REGULAR SCHEDULE		SUMMER SCHEDULE	
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	

a. Branch/Bookmobile Name ______________________

b. Mailing Address ______________ City ____________ Zip Code ______

c. Street Address ______________ Area Code ____ Telephone ______

d. Name of Branch or Bookmobile Librarian Mr. Mrs. Miss Ms. (Circle one if preferred) ______________________

e. Schedule of Hours

REGULAR SCHEDULE		SUMMER SCHEDULE	
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM
Library Use Charges and Fines Report

LIBRARY NAME:____ CITY:____________________

If a user's fee is charged or a fine is assessed for any of the library services listed below, please give (a) a description of the fee structure or flat rate for any individual unit of service; (b) the total revenue from each type of library service during LFY 1982; and (c) the recipient of the revenue (that is, the library budget, the city's general fund, Friends of the Library, etc.).

☐ The library does not charge any fees or fines.

SERVICE	CURRENT FEE STRUCTURE/ RATE OF CHARGE, 1/1/83 (a)	TOTAL REVENUE LFY 1982 (b)	RECIPIENT (c)
82. Charge for reserving library materials			
83. Charge for use of meeting rooms			
84. Charge for replacement of lost borrowers' cards			
85. Fines for overdue, lost, or damaged library materials			
86. Charge for searches of machine-readable data bases			
87. Charge for postage (return postage, etc.)			
88. Charge for photocopying			
89. Charge for library parking			
90. Rentals & deposits on equipment			
91. Charge for in-depth reference service on contractual basis			
92. Other library use charge or fines (Specify) ____________________ ____________________ ____________________			

93. Does your library charge deposits or use fees to any of the groups below that reside within the library's service area? **(Check applicable groups)**

____New Residents ____Temporary Residents ____College Students ____Military

____Other **(Specify):**

(NOTE: If your library has a policy of charging any of the above groups a deposit or use fee, then submit a copy of that policy with this report.)

94. Does your library charge a nonresident fee or deposit to persons living outside the library's service area? ____YES ____NO

a. If yes, then outside what area (city, county, etc.) are persons charged a fee for use of the library?____

b. Total revenue received during LFY 1982 from nonresident fees: $____________

c. Recipient of the revenue: ____

95. Charge for reciprocal borrowing **(NOTE: Reciprocal borrowing is an agreement between libraries that allows patrons from each library to borrow materials from the other.)**

a. Has your library entered into any reciprocal borrowing agreements with other libraries? ____YES ____NO

b. If yes, is the agreement ____formal (i.e., written) or ____informal?

c. Total amount paid to other libraries under reciprocal borrowing agreements in LFY 1982: $____________

d. Total revenue received from reciprocal borrowing agreements in LFY 1982: $____________

e. Total loans to residents of other libraries under reciprocal borrowing agreements in LFY 1982: ______________

IMPORTANT: Revenue received by your library from any source (including fees collected as shown in Items 82-95), which was expended in LFY 1982, should be included in the Expenditures report section on p. 1 (Items 8-20).

96. **OPTIONAL:** Use this space, if you wish, to list or describe additional services which your library provides. **(See Instructions, p. 22)**

LIBRARY SYSTEMS' WORKSHOP REPORT FORM

System ______________________

Please Check Reporting Period

☐ Sept.- Nov. Due Dec. 6
☐ Dec. - Feb. Due March 5
☐ March - May Due June 6
☐ June - Aug. Due Sept. 5

Please list each workshop location separately and return the workshop reporting form to: Texas State Library, Library Development Division, P.O. Box 12927, Austin, Texas 78711.

NAME OF WORKSHOP: ______________________ DATE: ____________

LOCATION: ______________________ NUMBER PERSONS ATTENDING: ____________

CONTACT HOURS.: ____________ STUDENT HOURS: ____________

AUDIENCE: Please indicate the number of attendees who are:

PUBLIC LIBRARIANS	____________	SCHOOL LIBRARIANS	____________
ACADEMIC LIBRARIANS	____________	TRUSTEES	____________
SPECIAL LIBRARIANS	____________	OTHER (Specify)	____________

NAME OF WORKSHOP: ______________________ DATE: ____________

LOCATION: ______________________ NUMBER PERSONS ATTENDING: ____________

CONTACT HOURS.: ____________ STUDENT HOURS: ____________

AUDIENCE: Please indicate the number of attendees who are:

PUBLIC LIBRARIANS	____________	SCHOOL LIBRARIANS	____________
ACADEMIC LIBRARIANS	____________	TRUSTEES	____________
SPECIAL LIBRARIANS	____________	OTHER (Specify)	____________

NAME OF WORKSHOP: ______________________ DATE: ____________

LOCATION: ______________________ NUMBER PERSONS ATTENDING: ____________

CONTACT HOURS.: ____________ STUDENT HOURS: ____________

AUDIENCE: Please indicate the number of attendees who are:

PUBLIC LIBRARIANS	____________	SCHOOL LIBRARIANS	____________
ACADEMIC LIBRARIANS	____________	TRUSTEES	____________
SPECIAL LIBRARIANS	____________	OTHER (Specify)	____________

4001.LSW.FORM1

INSTRUCTIONS

Name of Workshop: Please provide the name of each workshop held in a separate location even though the workshop topic is the same for two or three locations. Do not include library system meetings, board meetings, public hearings and other business meetings since they are not considered continuing education activities.

Date and Location: List the date and location for each workshop separately.

Persons Attending: List the number of persons attending, but do not include system staff or workshop leaders.

Contact Hours: Indicate the number of hours of actual instruction. Do not include time for registration or meals.

Student Workshop Hours: Multiply the number of contact hours by the number of persons attending.

Audience: List the number of workshop attendees who are public, academic, special, or school librarians, trustees or interested citizens.

Should you have any questions, please contact Syd Popinsky at the State Library (512-475-4110).

4001.LSW.INST

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

M E M O R A N D U M

To: Local Recipients of Texas State Library Grants

From: Patricia Smith, Manager, Systems Development PS.
Library Development Division

Date: February 22, 1983

Subject: Property Inventory Procedures for Property Purchased Locally With Grant Funds from Texas State Library

Attached is Form TSL 51-12, "Property Inventory Record." All non-expendable property with a unit acquisition cost of $300 or more must be listed on the attached form and forwarded to the Texas State Library following purchase. This includes all such property purchased with program income. Property purchased with program income must be assigned a federal and/or state percentage share depending on the grant from which this income originates.

Non-expendable personal property purchased by the grant recipient, includes equipment, books, films, videocassettes, computer software, and other print and non-print library materials with an acquisition cost per unit of $300 or more. Do not co-mingle different types of media on one form; separate records need to be kept for each type of media. When State Library staff asks you to verify your inventory every two years, you will be sent one printout for equipment and furniture and different printouts for the different types of media you have acquired.

When submitting an inventory sheet for equipment and furnishings, please begin the "Property Description" column with a glossary term. In other words, a cassette tape player would be listed as "AUDIO TAPE DEVICE, Sony cassette tape player." Glossary terms are available in the attached publication. If no glossary term is appropriate, suggest one but avoid using brand names.

The column "Source of Property" identifies the vendor, supplier, or agent directly reimbursed for delivery of the non-expendable property listed on the inventory. The column "Location of Property" identifies the site where the property is actually being used. If the property is placed in a location other than the Major Resource Center central library (e.g., branch libraries, area libraries, community libraries, etc.), fill in the name of the library having

1836-1986

AN EQUAL OPPORTUNITY EMPLOYER

Administration (512) 475-2166 (STS 822-2166)
Administrative Division (512) 475-4140 (STS 822-4140)
Archives Division (512) 475-2445 (STS 822-2445)
Information Services Division (512) 475-2996 (STS 822-2996)
Library Development Division (512) 475-4119 (STS 822-4119)
Division for the Blind and Physically Handicapped (512) 475-4758 (STS 822-4758)
Records Management Division (512) 454-2705 —

actual physical possession of the property or the library to which the property is assigned for an extended period. If the property is on a rotating circuit, then list the originating library, e.g. sponsoring MRC, as the location. Then write "packet" next to location.

It is essential that the Grant Contract Number assigned by the Texas State Library be included on the form in the blank indicated. If there is no Manufacturer's Serial Number on each separate piece of property purchased, please include a unique inventory control number assigned locally. Please indicate the condition of new items as such under the column headed "Condition."

PS:cg
4000/MEMO.LRTS

Enclosures:	10	"Property Inventory Record"
	1	Materials Guidelines
	1	Equipment Guidelines

PROPERTY INVENTORY RECORD*
(Purchase Price More Than $300.00)

1. City or County____________________________

2. Contract Number_________________________
(as assigned by Texas State Library

3. This inventory is for: ___Equipment ___16mm and 8mm Films ___Videocassettes ___Computer Software ___Monographs ___Other (please designate)
(Please submit only one category of library material on each inventory form.)

Property Description	Mfr.'s Serial # or Other ID #	Source of Property	Purchase Price	Purchase Date	%Federal Funds	% State Funds	Location of Property	Condition

*All non-expendable personal property with a unit acquisition price of more than $300.00, including equipment, books, films, videocassettes, computer software, and other print and non-print library materials purchased by sub-grantees, must be listed and forwarded to the Library Development Division, Texas State Library, Box 12927, Capitol Station, Austin, Texas 78711 after purchase.

CL:cg
3006.1/PIR.FORM

TSL 51-12

DISPOSITION OF NONEXPENDABLE PERSONAL PROPERTY*
Purchased with Grant Funds Under Contract from the Texas State Library

TITLE

When nonexpendable personal property is acquired by a grant recipient wholly or in part with Federal or State funds or with program income derived from Federal or State funds, title shall be vested in the recipient.

USE

(1) The recipient shall retain such property in the project as long as there is a need for such property to accomplish the purpose of the project, whether or not the project continues to be supported by Federal or State funds.

(2) When there is no longer a need for such property to accomplish the purpose of the project, the recipient shall use the property in connection with other library services.

(3) When the recipient no longer has need for such property, the property may be used for the recipient's own official activities in accordance with the following standards:

(i) If the property had a unit acquisition cost of less than $1,000, or if it has no further use value, the recipient may retain, sell, or otherwise dispose of the property with no further obligation to the Federal or State Government.

(ii) For all other property not covered under subparagraph (3)(i), the recipient may sell the property or retain it for its own use provided that fair compensation is made to the Federal Government for the Federal share of the property or to the State Government for the State share of the property.

(a) If the property is sold, the recipient must reimburse the Federal or State Government by an amount which is computed by applying the percentage of the Federal or State share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(b) If the recipient retains the property for its own use, it must compensate the Federal Government for the Federal share of the property or the State Government for the State share of the property. The amount of such compensation shall be computed by applying the current market value of the Federal or State share in the property.

(iii) Reimbursement checks due to the sale or retention of nonexpendable personal property originally purchased with Federal or State funds as covered by this section, should be made payable to the Texas State Library and forwarded to the following address:

Mr. William H. Carlton, Director
Accounting and Personnel
Texas State Library
P.O Box 12927/Capitol Station
Austin, Texas 78711

A copy of the Property Disposition Report must accompany the reimbursement check.

The attached "Disposition Report for Property Purchased with Federal and State Grant Funds" should be filed with the Texas State Library if any one of the following three events occur:

(1) If an item is transferred from one location to a second location for an extended period of time.

(2) If an item is lost, stolen, or damaged beyond repair. If the property is lost or stolen, a copy of the police report and a description of the circumstances should be filed with the Texas State Library.

(3) If an item is disposed of through sale or other means in accordance with the attached guidelines, "Disposition of Nonexpendable Personal Property."

An inventory of property will be required biennially.

*The procedures do not apply to property purchased by the Texas State Library and loaned to libraries in Texas for an indefinite period of time. This property is subject to different disposition procedures, which are available by writing the Texas State Library.

/sgm
3001.DISPOSE
7/81

DISPOSITION REPORT FOR PROPERTY PURCHASED WITH FEDERAL AND STATE GRANT FUNDS

This property was purchased under Contract Number ______ between the Texas State Library and ______________________ ______________________
City or County Signature

Property Description	Mfr.'s Serial # or Other ID #	Location of Property	Purchase Price	Purchase Date	Date of Sale	Sale Price	Other Disposition (Describe)	Reimbursement Due State Library

1. Reimbursement checks for property purchased with federal and state funds should be made payable to the Texas State Library and forwarded to this agency. A copy of the Disposition Report must accompany the check.
2. If the property had a purchase price of less than $1000 per unit, or, if the property has no further use value, no reimbursement is necessary.
3. For all property not covered by (2), the property shall be: (a) sold and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share to the sale price, or; (b) retained by the recipient for its own use and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share in the property to its current market value.

*These procedures do not apply to property purchased by the Texas State Library and loaned to libraries in Texas for an indefinite period of time. This property is subject to different disposition procedures, which are available by writing the Texas State Library.

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library one of the print-outs listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending you two print-outs of the inventory records you have filed with the state:

- A print-out by contract number of the property purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the audit.

- a print-out arranged alphabetically by glossary terms. This print-out should make it easier to verify the condition and location of property since all similar objects are grouped (e.g., all typewritters are listed together, etc.). The glossary, which attempts to be very general, is attached for your review. Please feel free to make suggestions to the State Library for needed additions or changes to the glossary.

By nine months from the date the guidelines are received, you should return to the State Library one print-out. The print-out to be updated should be the easiest one for you to work with. On this print-out you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

Follow character limitations mentioned elsewhere in these guidelines whenever possible.

Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory print-outs correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers, separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more than 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory print-out corresponds to the category "Source of Property" on the Property Inventory Form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usuable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received. However, alternative dates, such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library only listed on the print-out a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").
- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and is currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g, not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert '0.' For example, a missing typewriter would be '0/6' since its condition is unknown. A new typewriter would be '1/0' since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If the property is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the property is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The 'Sale Price' will be the 'amount received for trade-in' which according to Education Division General Administrative Regulations (EDGAR) means the 'amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the 'amount received for trade-in is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of property with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Manager, Systems Development, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/475-4119. Federal Management Circular A-102, Attachment N. Property Management Standards is attached.

PS:ma:bc
1/20/82
Revised: 1/24/83
3007/PI.GUIDE1 PI.GUIDE8

TEXAS STATE LIBRARY
LIBRARY MATERIALS INVENTORY
GUIDELINES

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded library materials. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each item;
- to verify the existence, current utilization, and continued need for grant-funded materials; and
- to reconcile the property records against the audited expenditures for materials.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable material purchased with grant funds. Local agencies must also provide inventory records for materials acquired with program income generated as a result of the grant. Non-expendable material is defined as material having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on the local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to films and other library materials. This materials report is due to the State Library within six months from receipt of these guidelines. Local agencies are to contact the State Library, Library Development Division staff if any problems arise.

If any library materials are on deposit at member libraries, the Texas State Library staff suggests that you survey the depository libraries to verify the condition and location of materials. It is not necessary that you physically verify the condition; you can rely upon the written response of the local library directors entrusted with the safekeeping of the materials.

Within the six month period, after you complete your inventory, you should return to the State Library one of the print-outs listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending you two print-outs of the inventory records for each type of media (film, monograph, videocassette, etc.) you have filed with the state:

- A print-out by contract number of materials purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of materials listed on the inventory records with the amount of grant funds expended for tangible library materials as reported in the audit, if discretely identified.

Specific Instructions (continued)

- a print-out arranged alphabetically by title.

By six months from the date the guidelines are received, you should return to the State Library one print-out. The print-out to be updated should be the easiest one for you to work with. On this print-out you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the materials and/or to the disposition of materials;

On the enclosed inventory forms, you should:

- add new material inventory listings which might have been omitted from the inventory records on file at the State Library.
- Follow character limitations mentioned elsewhere in these guidelines whenever possible.

The specific headings on the inventory print-outs correspond to the information requested on the inventory forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Material. This field includes the title of the film or other library material. When submitting information about monographic purchases on the property form, use full bibliographic citations, including copy numbers. Because of character limitations in the title field, this information will be truncated on the print-out which is prepared by the State Library.

Identification Number. Include in this field the unique inventory number of films, videocassettes, computer software, etc. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. For monographs, include the classification number. If possible, include the copy number in this field. If you cannot include the copy number in this field and stay within the character limitation, include the copy number in the Description of Material.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the inventory print-out corresponds to the category "Source of Material" on the inventory form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the material. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Specific Instructions (continued)

Purchase Price. The purchase or acquisition cost, according to federal regulations, means the net invoice price of the material. Other charges such as transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the material was purchased or acquired. This date may vary according to local accounting and material management systems, but usually it is the date the merchandise was received. However, alternative dates,such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the inventory form which are labeled "% Federal" and "% State". Since most material is purchased with funds from a single source contract, the field is usually blank. The State Library only lists on the print-out a percentage if the material item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

- the item was purchased with funds from two different contracts. For example, if a film was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant material was traded-in for new material, see Trade-In Instructions elsewhere in these guidelines.

Specific Instructions (continued)

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each each item of material listed on the inventory. The eight codes are the following:

Condition (list one for each item)

Number 0 means none of the following designations apply.

1. Number 1 means that the material is new and therefore in excellent condition.

2. Number 2 means that the material is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the material is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the material is in good condition. It is usable, but is not currently being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the material is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the material is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the material is stored (e.g, not in use). Subgrantees should indicate whether the material will be used in the immediate future or whether the material is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the material has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

Specific Instructions (continued)

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of material. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing film would be "0/6" since its condition is unknown. A new film would be "6/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each material item. If the material is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the material is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Other Disposition-Briefly Describe. If the material has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the material was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a Number 6 under the Condition-Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Material may be exchanged for replacement material if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original item is traded in, the subgrantee should file with the State Library a Disposition Form and should note that the material is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference, not necessarily the trade-in value shown on an invoice."

Policy on Disposition of Material

When non-expendable material is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the material in the project as long as there is need for the material to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the material to accomplish the purposes of the project, the recipient may use the material in connection with other library services, with priority being given to other federal or state supported library activities. When the material no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the material had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the material.

(2) The subgrantee may be directed to sell the material. If the material had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the material in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan material held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other material entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the material, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased material would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of material with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the material had a unit acquisition cost of $1,000 or more, the recipient may sell the material and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the material to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the material title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the material, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal material having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the material and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for material, when available, and the amount included on the material inventory records. The grant recipient must account to the State Library for the variance. The State Library staff will evaluate whether the variance is within acceptable range.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for material in the audit and inventory records. If you have any questions, please contact Manager, Systems Development, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/475-4119. Federal Management Circular A-102, Attachment N. Property Management Standards is attached.

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MONITORING GUIDE: GENERAL POLICIES

The Texas State Library is initiating a series of visitations to the ten Major Resource Systems during fiscal years 1977 and 1978. The general purposes of these visitations are the following:

1. To provide the Texas State Library staff with first hand information about the operations and procedures of the regional system;
2. To provide an opportunity for the Texas State Library staff and the Major Resource Center and system staff to discuss system goals and objectives;
3. To provide an opportunity for the Texas State Library staff, the Major Resource Center staff, and the system staff to discuss the demographic and library needs of the region and to discuss the measurable impacts of current or possible services on these needs;
4. To gather information about the procedures used by the system to record statistical progress toward meeting system objectives;
5. To gather information about the management of the system grant in such specific areas as accounting for and auditing the system grant, maintaining inventory records of system property, and adherence to the terms of the system contract;
6. To gather information regarding the efficiency and effectiveness of the system program in such areas as personnel utilization, relationships of program costs to program benefits; and
7. To gather recommendations from the Major Resource Center and system staffs regarding areas in which the Texas State Library's management of the Texas Library System should be improved;
8. To recommend to the Major Resource Center and system staffs areas in which the services and management of system grant funds should be improved.

During the visitation, the Texas State Library staff will meet with the following persons on an individual basis:

1. The Major Resource Center director
2. The Major Resource Center assistant director (if that person is directly involved and/or charged with system responsibilities)
3. The library's business manager or fiscal officer
4. The System Coordinator
5. All members of the system professional staff

6. All professional staff members of the Major Resource Center who are reimbursed in whole or part from the system grant (excluding staff who are only periodically employed as consultants)

7. All professional staff members of the Major Resource Center who supervise persons who are reimbursed in whole or part from the system grant

8. The chairman of the system advisory council

The specific agenda for the two-day visitation will be set by the Major Resource director. Approximately one hour should be set aside for each meeting with each staff person. The first meeting should be with the Major Resource Center director and the last meeting should be with the Major Resource Center director, the system coordinator, and the system advisory council chairman (if possible).

The attached questionnaire identifies those questions and topics in which the State Library staff are particularly concerned. Applicable sections of the questionnaire will be verbally discussed with each staff person. If you have any questions about any of these areas, please feel free to contact the State Library prior to the visitation.

At the final meeting involving the State Library staff, the Major Resource Center director, and the system coordinator, the State Library staff will identify their preliminary conclusions and findings. Two weeks following the visitation, a written report will be submitted to the Major Resource Center director, the system coordinator, and the system advisory council chairman. This report will be available for others to see upon request.

ON-SITE VISITATION REPORT (SYSTEMS)

1. Name(s) of Visitation Team: ______________________________

____

2. Date(s) of Visitation: ______________________________

3. Location of Visitation: ______________________________

4. Contract Number(s): ______________________________

5. Persons Contacted During Visitation and Their Job Titles:

______________________ ______________________

______________________ ______________________

______________________ ______________________

______________________ ______________________

______________________ ______________________

______________________ ______________________

______________________ ______________________

I. FISCAL MANAGEMENT SECTION

6. Project Budget: Federal: __________ Other: __________

State: __________ TOTAL: __________

Local Match: __________

6a. Identify the sources of funds used as local match. These funds might either be in-kind contributions or direct contributions by the Major Resource Center.

6b. Identify any other funds which might be added to the system budget. The funds listed in the "other" category could be program income, special foundation or federal or state grants (excluding system grants), etc. Itemize these funds by source and identify the purpose for which they are expended.

7. As of the last reporting period, compare the amount of grant funds drawn down from the Texas State Library versus the amount reported as disbursed.

Amount Drawn Down: $____________ __________% of grant funds

Amount Disbursed: $____________ __________% of grant funds

Difference: $____________ __________%

8. Do the records indicate that grant funds are drawn down from the Texas State Library on a systematic basis? Give dates of requests for funds.

9. Do the expenditure reports indicate that grant funds are systematically disbursed throughout the fiscal year? Is it evident that the request for funds match the disbursement needs of the system?

Percentage disbursed (or disbursed & obligated) in the first quarter: ____________________

Percentage disbursed in second quarter: ____________________

Percentage disbursed in third quarter: ____________________

Percentage disbursed in fourth quarter: ____________________

10. Are the quarterly expenditure reports submitted on a timely basis? If not, what is the problem?

11. Are all persons involved with budgeting or financial control for system programs provided with timely information regarding system expenditures and obligations?

12. Are system cost data by project area (i.e., records of disbursements or disbursements & obligations) by specific system service area accurate?

13. Is the city financial staff monitoring grant expenditures and authorizations? Is the city staff (rather than the library or system staff) preparing grant reports?

14. Compare the amount expended by budget (expense) category in the contract against the amount budgeted.

Expense Category	Amt. Budgeted	Amt. Expended	Difference

15. Are all budget modifications to the contract in order, reflecting current funding levels and program activities, and are these modifications signed?

16. Has the system secured prior approval for all appropriate costs, such as equipment, insurance, rental of facilities, automatic data processing, and professional services?

17. Has the system provided the Texas State Library with two sets of all promotional materials produced with the grant funds?

18. Are the system promotional materials and publications marked with the appropriate disclaimer or acknowledgement cited in the contract?

19. Are financial records and other evidence pertaining to the cost incurred and revenues and other applicable credits retained for the appropriate period?

20. Are property records purchased with grant funds submitted to the Texas State Library on a timely basis? Who is responsible for the submission of these property inventory reports?

21. Have procedures been established at the system level to ascertain periodically the location and condition of system property on inventory at the State Library?

22. Does all the property purchased with grant funds appear to be in good condition and does it appear that all property is in use?

23. Does it appear that all property purchased with grant funds is listed on the inventory?

24. Itemize any property in use by the system which does not appear on the property inventory list submitted to the State Library. Is the property owned by the Major Resource Center?

25. Is there any property purchased with system funds which is used only by the Major Resource Center?

26. Does the last audit show that grant funds were expended in accordance with the Audit Manual and the contract? Do the audits reconcile with the final expenditure report?

27. Does the Major Resource Center have any outstanding refunds due to the State Library?

28. Is the amount of unobligated fund balance as of 8/31 excessive?

29. What is the indirect cost rate and basis for computing the charge?

30. Are there recommendations by the system's Fiscal Officer or MRC and system staff for improving the management of system grant funds?

31. Are there recommendations by the Texas State Library staff for improving the management of system grant funds and for ensuring compliance at the local level for all contractual provisions?

32. Have audit and expenditure reports been disseminated to advisory council and member libraries?

II. SYSTEM STAFFING

33. Identify all persons who are full-time employees of the system. Give the amount of grant funds designated for salary and for reimbursing the city for fringe benefits. Are the fringe benefits rates clearly itemized?

34. Does it appear to the Visitation Team that the system personnel is fully utilized? If not, identify the areas in which system staff are not performing adequately. Are there any areas where system staff appear to be overloaded?

35. Does the system contract with Major Resource Center staff for certain services? Are there time records (adequately documented) which reflect the percentage of time subject to reimbursement? Identify individuals under contract and the percentage of time expended on system responsibilities.

36. Are time and attendance records of system staff retained, with appropriate personnel costs assigned to system projects?

37. Who supervises the staff who are not full-time personnel? Does the supervisory pattern ensure a workable, efficient system operation?

38. Are the efforts by all persons responsible for system operations adequately coordinated? What techniques or procedures are used to ensure this successful coordination?

39. Are there current job descriptions on file at the Texas State Library for all positions fully or in part reimbursed from system funds? Do the job descriptions adequately reflect job assignments and responsibilities?

40. Are the educational requirements for each position appropriate and in accordance with the scope of job assignments?

41. Are the salaries paid to system personnel in accordance with the city's personnel classification and salary scheme?

42. Is there adequate communication regarding system problems and system operations between and among all levels of authority in the Major Resource Center?

43. Is there a clearly defined reporting channel(s) for system personnel? Is each individual involved with the system certain of the reporting channel(s)? Is there a current organization chart on file with the Texas State Library? If there are multiple reporting and authority structures, are these clearly understood and documented?

44. Are there recommendations by the Major Resource Center staff or system staff regarding ways to improve the utilization of system personnel or to improve communication and coordination of system functions?

45. Are there opportunities for the system personnel to obtain formal or informal training in order to improve their effectiveness? Cite attendance by all system staff members at such training or continuing education programs.

46. Is there provision for the systematic review and evaluation of system staff's performance? Who participates in the review?

47. What are the perceived roles of the MRC director, the system coordinator, and the system professional staff in the planning, budgeting, evaluating, and delivery of the system service program?

48. Are there recommendations by the Texas State Library staff to improve staff utilization or communication based on observation and discussions with the staff during the visitation?

III. SYSTEM SERVICES AND GOALS

(Prior to the visitation, the Texas State Library will prepare a report on the region's demographic characteristics and on the quantitative characteristics of the libraries in the region.)

49. What are the goals and the purpose of the system as articulated by members of the Major Resource Center staff and by the system staff?

50. What are the goals of the system as stated in the system's annual and long-range plan?

51. How does the MRC and system staff perceive the current program of service as impacting on these goals?

52. Are the system services impacting on the needs of the citizenry?

53. What improvements in the programs and services of member libraries are perceived by the system staff as a result of the system services? Do statistics substantiate these observations?

54. Are the system evaluation reports and Statement of Objectives submitted on a timely basis?

    Dates reports are due:

    Dates reports are received:

55. Are the statistical measures complete and appropriate to the system services? Are there statistical measures which should be retained? Is there a wide discrepancy between targeted and realized objectives?

56. What procedures are used to collect and record measures of system effectiveness?

57. Are the evaluation reports adequate and truly reflective of the problems and accomplishments of the system program? Are all activities and services evaluated by the system coordinator? If not, who is involved in preparing the reports?

58. What are the benefits of the current system program accruing to the Major Resource Center?

59. What are the benefits of the current system program accruing to the Area libraries?

60. What are the benefits of the current system program accruing to the Community libraries?

61. Is there disproportional emphasis placed on developing any particular size of library? If so, what is the reason for this emphasis?

62. What are the relative statistical benefits of each system service? Is the cost of providing the service proportional to the benefits received?

63. For any service in which the cost appears to be unduly high in terms of the benefits accrued, does the system staff recognize a problem? If so, what are the staff suggestions for improving the delivery of the service in a more cost-effective way?

64. What are the Texas State Library staff's recommendations for improving the delivery of the service in a more cost-effective way?

65. Is there adequate documentation showing that system member librarians, the system advisory council, and the lay representatives participated in the selection and development of system services?

66. Is there adequate documentation showing that system member librarians, the system advisory council, and the lay representatives participated in the evaluation of system services?

67. What is the perceived role of the system advisory council by the MRC director, the system staff, and the system advisory council?

68. What are the recommendations by the system staff and MRC director regarding the training of the system advisory council?

69. What are the suggestions of the Texas State Library staff regarding the training and delivery of information to the system advisory council?

70. How often does the system advisory council meet? Are member librarians and lay representatives invited to these meetings? Are minutes of the meetings disseminated following the meetings? To whom?

71. Are there recommendations by the MRC or system staff regarding services which are needed? Would these services be in substitution for on-going services or would they be offered if additional funding were available?

72. Are there recommendations by the Texas State Library staff regarding additional or alternative services which would better meet the needs of the region?

73. Is attention given to developing libraries which are not members of the system?

74. Is attention given to developing service in counties without public library service?

75. Is there adequate space for the system office? Are working conditions clean, safe, and conducive to a good working situation?

DISSEMINATION OF LSCA INFORMATION

The process of information dissemination provides for the distribution and review of LSCA documents, the periodic publication of program descriptions and evaluations, and the provision of information concerning cooperative multi-library endeavors to the public.

Before the Long Range Plan is submitted to the U.S. Department of Education, it is sent to the Governor's Budget and Planning Office. Since many of the state agencies have overlapping constituencies and service programs, the Budget and Planning Office annually distributes copies of all annual and long range programs required under federal law to the appropriate agencies for their review and comments.

The widest possible national distribution of all LSCA documents is through the ERIC Clearinghouse. The Long Range Plan, the Annual Program of Service and the Annual Report(s) are submitted to ERIC when final approval from the Department of Education is received.

The Library Services and Construction Act Advisory Council and the Library Systems Act Advisory Board also review the Plan. Copies are available for loan to any interested person through the Library Science Collection of the Texas State Library.

Information about the Long Range Plan has been disseminated through the State Library's publication, Texas Libraries. Articles in the Library Development Division's publication, Library Developments, are published periodically about all LSCA activities. Both publications have wide circulation throughout the state including public libraries, regional Systems Advisory Council members, consortia of state agencies, other State Libraries, branches of major public libraries, state residential institutions, academic libraries, Library Systems Act Advisory Board, LSCA Advisory Council, System Coordinators, library schools, and interested individuals and organizations.

In addition to disseminating information derived from the Long Range Plan, the State Library also seeks to provide updated information to the public on the development of programs through cooperative networks of libraries.

This information is important to ensure the effective coordination of resources of multi-type libraries, to encourage the further development of cooperative efforts and to make the public aware of the services available through such efforts. Some of the various mechanisms for dissemination include periodic articles and reports published in Texas Libraries, program descriptions published in the newsletters of the ten systems, and articles in Library Developments.

The State Library is also committed to informing the public of the services offered through cooperative programs. The dissemination of information to the public is essential in order to assure equitable and maximum use of resources. This is of particular importance in areas of Texas where programs impact on linguistically diverse user groups. Some of the mechanisms for increasing the public's awareness of available services include radio and television spots, bilingual flyers, posters, etc. produced by regional systems, and articles and reports published in Texas Libraries.

Regular meetings of system personnel will be sponsored by the State Library to ensure that system coordinators have an opportunity to exchange information about their project accomplishments and problems. In addition, attempts are made to keep the public library community apprised of significant developments in the projects through this division's publication program.

COORDINATION OF LSCA PROGRAMS WITH INSTITUTIONS OF HIGHER EDUCATION AND PUBLIC SCHOOLS

The Division of Planning and Budget in the Governor's Office sends the LSCA Annual Program of Service and the Long Range Plan of the Texas Education Agency, the Coordinating Board of the Texas College and University System, and various other state agencies with educational responsibilities. Thus the agencies are informed of areas of mutual concern, and given an opportunity to comment. The two agencies mentioned above, as well as the Texas Commission for the Blind, the Texas Commission for the Deaf, and the Texas Department of Mental Health and Mental Retardation have provided comments in recent years.

The Long Range Plan for Statewide Library Development makes reference to several ongoing and future multitype cooperative projects. State Library funding is provided for the Major Resource Center Bibliographic Network, which includes all types of libraries entering records into OCLC. The Interlibrary Loan network is open to public, special and academic libraries. The Texas State Library continues to maintain and staff a Library Science Collection for statewide usage by any interested persons; specialized consulting is provided upon request to public, academic, school and special libraries. The State Library assists in the collection, analysis, and publication of statistics from Texas' public, special, and academic libraries to assist libraries in their own planning and evaluation efforts and to provide data for long range planning by the state.

The agency facilitates, coordinates and promotes statewide library continuing education activities, and provides specialized training for staffs of all types of libraries. Audio visual program consultation, training, and circulation of a centralized collection are available to all public, academic and institutional libraries. Feasibility studies are proposed on development of cost-effective rapid interlibrary materials delivery systems, and on inclusion of school libraries in existing interlibrary materials and information networks.

Recent examples of Title III demonstrations of multitype cooperation include:

-- a programming and materials cooperative among school and county libraries in Atascosa County

-- a model for public and school library cooperation to deliver optimal library services to disadvantaged youth in Dallas

-- resource sharing through development and distribution of computer-based public library catalogs in Hidalgo County schools and Houston schools

-- development of a shared circulation system between public and academic libraries in Victoria

-- demonstration of an interlibrary delivery system among public and academic library members in the CORAL consortium

-- a feasibility study and development of technical specifications by AMIGOS Bibliographic Council for computer-to-computer communications protocol necessary to interconnect online circulation systems of five large libraries within a multitype consortium

-- development of a cooperative union list of periodicals in fifteen academic libraries and the Dallas and Fort Worth Public Libraries

-- development of a machine readable data base of the holdings of public and academic libraries in the Amarillo area

[illegible] compilation and publication of a directory of all types of libraries in the [illegible] Texas area

-- development of a central bibliographic data base with on-line access at each participating library in Plano

-- an educational program in corrective and preventive conservation for public and academic libraries in Richardson

-- a cooperative school/public library project which serves two schools without libraries and includes services to an adult learning center in Houston

In addition, representatives of higher education and public schools serve on both the LSCA Advisory Council and the LSA Advisory Board to assist in the formulation and evaluation of LSCA funded programs.

In its report to the Sunset Commission the Texas State Library noted that many of its services were targeted for public, academic, school, and special libraries, yet its statutory authority is limited to public libraries. The State Library asked for clarification of its role in coordinating multi-type library services and pointed out that enabling legislation is required giving the State Library authority to administer and fund these services. The Sunset Advisory Commission approved draft legislation to be submitted for legislative action in the 1983 session of the Texas Legislature which would amend the current law and provide the State Library with legal authority "to aid and encourage the development of and cooperation between all types of libraries ...".

The Texas Library Association (TLA) and the Texas Council of Library Networks (TCLN) have both asked for designation of the State Library as the planning agency of a statewide multi-type library system. This status would not interfere with the authority of the Texas Education Agency and the Coordinating Board of the Texas College and University System.

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE I FUNDS

Consistent with the criteria set forth in the Texas Basic State Plan, the State-Federal Agreement, and with the maintenance of effort levels for funding of state institutional library services and for library services to the blind and physically handicapped, the Texas State Library will allocate funds for activities and projects as approved by:

(1) the Texas Legislature and Governor's Office through the Biennial Budget process

(2) the State Library and Archives Commission as approved in the LSCA Annual Program

and will allocate funds for activities and projects for which there is an identified need.

All activities and projects will be presented to the LSCA Advisory Council for their recommendations. Priority will be given to the library needs of disadvantaged persons residing in urban or rural areas with high concentrations of low-income families and in areas with high concentrations of persons of limited English-speaking ability. Because of the dispersion and high incidence of these two target groups, the LSCA Advisory Council can address this priority by assuring that projects improve the overall level of library services in the state.

Administrative Policies Title I

(1) Interest earned on LSCA funds at the subgrantee level after September 1, 1978 shall be refunded to the Texas State Library. Prior to this date subgrants were made without specific provisions regarding interest on subgrants. On February 13, 1978, a clarification of applicable Federal Regulations was received from the Regional Program Officer for LSCA.

(2) For purposes of matching LSCA Title I funds and computing "Maintenance of Effort," the State Fiscal Year (September 1, through August 31 which ends during the appropriate federal fiscal year) shall be used for reporting state expenditures, and the local fiscal years ending within the calendar year immediately preceding the appropriate federal fiscal year shall be used for reporting local expenditures.

(3) All grant administration policies will be based on Federal Management Circulars A-87, A-102, and HHS Guide OASC-10 as modified by House Bill 391, the Uniform Grant and Contract Management Act of 1981, and the program is subject to 34 CFR 770 (Library Services, Public Library Construction, and Interlibrary Cooperation, LSCA) and 34 CFR 76 (State Administered Programs).

(4) Established libraries submitting applications for funding must be qualified as members in the Texas Library System; those applying for establishment or incentive grants must meet the criteria for membership as established in the Rules and Regulations for the Library Systems Act.

(5) A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to all contractual requirements, both fiscal and programmatic.

The following are the criteria that have been established for the evaluations of project proposals under Title II of the Library Services and Construction Act.

Title II - Construction Program Criteria

SUBMISSION OF APPLICATIONS: The Texas State Library will review Title II applications once each year at a specified date to be announced. All applications will be reviewed for compliance with eligibility and program priorities and the State Library will approve the maximum number of projects that can be funded depending upon the LSCA Title II funds allocated for that particular federal fiscal year.

CRITERIA FOR GRANTS:

A. The proposed construction project must be designed to serve: an area which is without adequate library facilities or as a facility planned to support specific programs predominantly designed to serve disadvantaged persons in urban and rural areas with high concentrations of low income families.

B. Established libraries submitting applications must be qualified to meet all criteria established by the State Library for membership in the Texas Library System.

C. Libraries proposing to initiate service with the new facility must furnish certification that they can meet all criteria established by the State Library for membership in the Texas Library System when the facility opens for service.

D. Libraries applying for construction grants must meet the criteria for local budget support as outlined in (B) and (C) above or receive an $8,000 minimum budget from local sources, whichever is greater.

E. All local funds (from governmental, private and other sources) for construction projects must be deposited with and disbursed by the local governmental unit (i.e., city or county).

F. The proposed facility must meet the Texas Library Association's Standards for Texas Public Libraries in addition to the following planning criteria based on population served.

Population	Total Sq. Ft.	No. of Seats For Readers	Shelving Capacity
Less than 10,000	5,000 minimum	30-40	20,000 - 30,000

Population	Total Sq. Ft. Per Capita	No. of Seats For Readers per 1,000 Population	Shelving Cap. Vols. Per Capita
10,000-25,000	.6 - .7	3-3.5	2-2.5
25,000-50,000	.5 - .6	3	2
50,000-100,000	.4 - .5	2.5-3	1.5-2

The "Physical Facilities" section of the 1966 Minimum Standards for Public Library Systems published by the American Library Association will be a basis for judging the proposed building projects within library systems serving a population of 50,000 or more.

IN ADDITION, THE LIBRARY MUST AGREE TO THE FOLLOWING REQUIREMENTS:

A. To notify the appropriate State Planning Region or Clearinghouse of its intent to apply for a construction grant and to forward a copy of the comment and review on same from the Region or Clearinghouse to the State Library.

B. Compliance with all labor standards and wage rates determined by the Secretary of Labor in accordance with the Davis-Bacon Act and with the provisions of the Contract Work Hours Standards Act (40 U.S.C. 327-332).

C. That the project shall be designed, constructed, or altered to comply with the minimum standards contained in the "American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by, the Physically Handicapped," Number A117.1-1961 as approved by the American National Standards Institute, and must comply fully with the "Standards and Specifications for the Construction of Public Buildings and Facilities in the State of Texas Usable by the Physically Handicapped and Disabled Citizens," Art. 601b Chapter 7 Vernon's Civil Statutes. All library facilities using Title II funds display in a prominent place the international symbol of access to the handicapped.

D. To sign the construction contract in time to allow completion of the construction; receipt of all equipment and furnishings; final inspection and acceptance of the buildings; conduct a final audit; and final payment before the end of the Federal fiscal year following the one in which approval was made.

E. To designate a local official to be responsible for fiscal matters relating to the construction project.

F. To maintain separate records for the construction project.

G. To furnish the State Library with Statements of Payment and Proof of Payment for all approved project expenditures. The Texas State Library will review the Statements and Proof for eligibility and make reimbursable payments--not to exceed 90 percent of the total Federal allocation--for the project. The final 10 percent of the allocation shall be withheld until the final audit is approved by the Texas State Library.

H. To have a final project audit made by either an independent certified public accountant or an independent licensed public accountant upon completion of the project.

I. To engage the services of a registered, professional architect and a registered, professional engineer to prepare plans, specifications and estimates for the project.

J. To engage the services of the Library Building Consultant (i.e., librarian with a Master's Degree in Library Science from an ALA accredited library school who is experienced in public library building planning) in the planning of the project. The consultant, in consultation with the local building committee, librarian, and architect must prepare the written library program and be consulted in the preparation of the library floor plan layout and furniture/shelving/equipment/specifications and layout. The consultant may assist in the site selection process.

PRIORITIES FOR PUBLIC LIBRARY CONSTRUCTION GRANTS:

A. General priorities applying to all applications:

1. The readiness of the local governmental agency to carry out the project.

2. The availability of local financial resources to carry out the program.

3. Ability of an established library to meet the State Library criteria for membership in the Texas Library System.

4. Ability of a proposed library to be established to certify that it can meet the State Library criteria for membership in the Texas Library System when it initially opens for service.

B. Specific priorities applying to the extension of library services to be made available by the proposed facility:

1. First priority will be given to proposals for projects designed to serve one or more counties presently without public library service.

2. Second priority will be given to proposals from established libraries for projects designed to serve all communities in one or more counties presently without public library service. The applicant library must submit a service plan for same including the necessary legal establishment documents and certification or adequate local financial support for the communities involved.

3. Third priority will be given to proposals from established libraries for library facilities such as a branch library designed to serve disadvantaged persons living in urban and rural areas with high concentrations of low income families.

4. Fourth priority will be given proposals for projects from established public libraries which are without library facilities necessary to develop library services.

C. All proposals will be evaluated in terms of the type of facility proposed, and the following priorities will be observed:

   1. First priority--construction of a new facility.

   2. Second priority--conversion and remodeling of a suitable, existing building or substantial remodeling or addition to a suitable, existing library building.

   3. Third priority--partial remodeling of a suitable, existing library building.

D. Maximum Library Construction Grant allocations will be determined as follows:

   1. Size I libraries (above 200,000 population) designated as Major Resource Center Libraries may apply for matching grants not to exceed:

      a. $500,000 for construction, remodeling, and/or addition to a suitable, existing facility serving as the central or main library in the respective system.

      b. $200,000 for construction of a new branch library facility.

      c. $75,000 for addition to and/or remodeling of an existing branch library or other suitable building to be converted to branch library use.

   2. Size II Libraries serving populations of 50,000 or more may apply for matching grants not to exceed:

      a. $200,000 for construction of a new facility.

      b. $75,000 for addition to and/or remodeling of an existing library or other suitable building to be converted to library use.

3. Size II Libraries serving populations of from 25,000 to 49,999 may apply for matching grants not to exceed:

    a. $150,000 for construction of a new facility.

    b. $50,000 for addition to and/or remodeling of an existing library or other suitable building to be converted to library use.

4. Size III Libraries serving populations of from 10,000 to 24,999 may apply for matching grants not to exceed:

    a. $75,000 for construction of a new facility.

    b. $25,000 for addition to and/or remodeling of an existing library or other suitable building to be converted to library use.

5. Size III Libraries serving populations under 10,000 may apply for matching grants not to exceed:

    a. $50,000 for construction of a new facility.

    b. $15,000 for addition to and/or remodeling of an existing library or other suitable building to be converted to library use.

APPLICATION PROCEDURE:

A. Local government (e.g., city and/or county) files a Construction Project Grant Application--Part I with the State Library by a specified annual deadline to be announced by the State Library.

B. The State Library will review all applications submitted for compliance with eligibility and program priorities. The State Library will approve the maximum number of projects that can be funded depending upon the LSCA Title II funds allocated to Texas for the particular federal fiscal year.

C. The State Library will notify Local Governments submitting Applications which cannot be approved or funded explaining the reason why the applicaton was not funded as well as notification of rights of appeal.

D. The State Library will notify Local Governments with approved projects to begin work on preliminary plans, outline specifications, etc., and other documents to be submitted with Application--Part II to the State Library. Upon submission and approval of Application Part II, the State Library will notify the Local Government to proceed with development of final plans and specifications, final cost estimates, etc., to be submitted with Application--Part III. Following approval of Part III by the State Library the Local Government is authorized to advertise for bids and award the construction contract and other contracts for the project.

E. The State Library will enter into an agreement with the State Building Commission to review and approve preliminary and final construction plans and specifications for all Title II projects and to furnish supervisory on-site inspections of the projects during construction and to periodically report on same to the State Library.

POLICES AND PROCEDURES:
ALLOCATION OF TITLE III FUNDS

Title III in Texas may be utilized for operating a statewide interlibrary loan network or for demonstration grants.

Title III funds may also be made available on a discretionary basis to fund projects involving cooperation between two or more types of libraries.

These funds may also be used to fund the Major Resource Center Bibliographic Network which allows the MRC's to cooperate with other types of libraries through the shared OCLC cataloging database.

OBJECTIVE 1: OPERATE A STATEWIDE INTERLIBRARY LOAN NETWORK

1. Locate requested information and informational materials and arrange their delivery to the requesting library through the operation of an interlibrary loan network, Texas State Library Communications Network, which is a statewide system of libraries.
2. Foster and facilitate low-cost communications between and among libraries and other information facilities within the state.
3. Produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to support rapid identification, access, and referral within the state.
4. Plan and carry out programs to inform potential users of the services of the network.
5. Unique Special Collections: Designate and sustain for service to the people of the state major collections and access mechanisms for wider internal use and greater self-sufficiency within the state.

An evaluation of the project will be made based on the following criteria:

a. volume of requests by type of library

b. average response time to process a request

c. average cost to fill a request.

OBJECTIVE 2: PROVIDE MEANS WHEREBY INNOVATIVE INFORMATION SERVICES ARE MADE AVAILABLE THROUGH DEMONSTRATION GRANTS

6. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.

7. Provide start-up funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.

8. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.

9. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.

10. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.

11. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral.

12. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

13. To demonstrate low-cost communications systems between and among Texas libraries and information centers.

14. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

15. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

Rather than providing continuing operational funds, the intent of Title III is to encourage demonstrations of multitype library cooperation. Demonstration grant evaluation criteria are listed below:

1) Needs

Documentation of need and inadequacy of present service to respond to the need

	Points	
a.	+1	description of a significant need
b.	+1	explanation of inadequacy of current resources
c.	+1	explanation of how these needs and resources were accessed
d.	+1	description of how the proposed program will help solve the problem
e.	+1	evidence of consideration of alternative solutions, and the basis for their rejection

2) Purpose

	Points	
a.	+2	clear statement of purpose for proposed program
b.	0 - +10	relevance of proposal to Title III purposes
c.	+2	program objectives clearly related to the identified needs
d.	+2	methods for meeting objectives feasible and clearly stated
e.	0 - +2	additional advantages of proposed program

3) Scope

	Points	
a.	+2	clear statement of which libraries/service agencies are to be involved, and how; if applicable, a statement of which and how many persons are to be targeted for service
b.	0 - +3	potential for utilizing project results in other projects (+1 fair, +2 good, +3 excellent)
c.	0 - +10	relationship of the project to other library developments; priority in scope will be given in the following order: 10 statewide 8 intersystem 6 regional (system) 4 subregional 2 local 0 insignificant relationship
d.	0 - +6	significance of the project concept for library development in Texas
e.	0 - +6	degree to which project concept is innovative

4) Budget

	Points	
a.	0 - +4	degree to which proposal budget is justified and is appropriate for the tasks proposed
b.	0 - +4	local in-kind support or cash support
c.	0 - +4	costs are appropriate to amount of services provided

5) Staffing

	Points	
a.	0 - +4	project manager is already designated and well qualified
b.	0 - +3	project staffing is appropriate and justified

6) Plan of Operation

	Points	
a.	0 - +3	a timeline specifying when critical events must be completed and their relationship
b.	0 - +2	an organization chart or narrative that describes relationship of project staff to one another and to library management structure
c.	0 - +2	a description of facilities, equipment, and/or library materials, needed for the project and method of procurement: in-kind contribution, lease or purchase
d.	0 - +2	a monthly schedule of Requests for Funds from the Texas State Library
e.	0 - +3	a description of the method of reporting project status to governing authority

7) Plan for Evaluation

	Points	
a.	0 - +3	measurable objectives which are appropriate
b.	0 - +2	methods of collecting performance data are reasonable and adequate

8) Publicity Plan

Points	
0 - +2	adequate plan for publicizing the results of the project

9) Other

Consideration will be given to funding a diversity of library projects.

Points

0 - +12

The above criteria will be used to evaluate Title III proposals. For several criteria, a range of points has been indicated. Where there is no range of points indicated, a proposal will be credited with all or none of the points. The total number of points is 100.

In evaluating proposals, reviewers will judge the quality of the application submitted; points will generally not be awarded for merely submitting all required proposal components.

In addition to assigning the following points to each proposal, LSCA Council members may indicate that they do not recommend funding a particular proposal regardless of the number of points it receives. If a sufficient number (generally, two-thirds) of the reviewers so indicate, the proposal will not be recommended for funding.

ADMINISTRATIVE POLICIES FOR TITLE III

A. Interest earned on LSCA funds at the subgrantee level after September 1, 1978 shall be refunded to the Texas State Library. Prior to this date subgrants were made without specific provisions regarding interest on subgrants. On February 13, 1978, a clarification of applicable Federal Regulations was received from the Regional Program Officer for LSCA.

B. All grant administration policies will be based on Federal Management Circulars A-87, A-102, and HHS Guide OASC-10 as modified by House Bill 391, the Uniform Grant and Contract Management Act of 1981, and the program is subject to 34 CFR 770 (Library Services, Public Library Construction, and Interlibrary Cooperation, LSCAO and 34 CFR 76 (State Administered Programs).

C. A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to all contractual requirements, fiscal and programmatic.

D. Public libraries participating in Title III projects must be qualified as members in the Texas Library System.

173